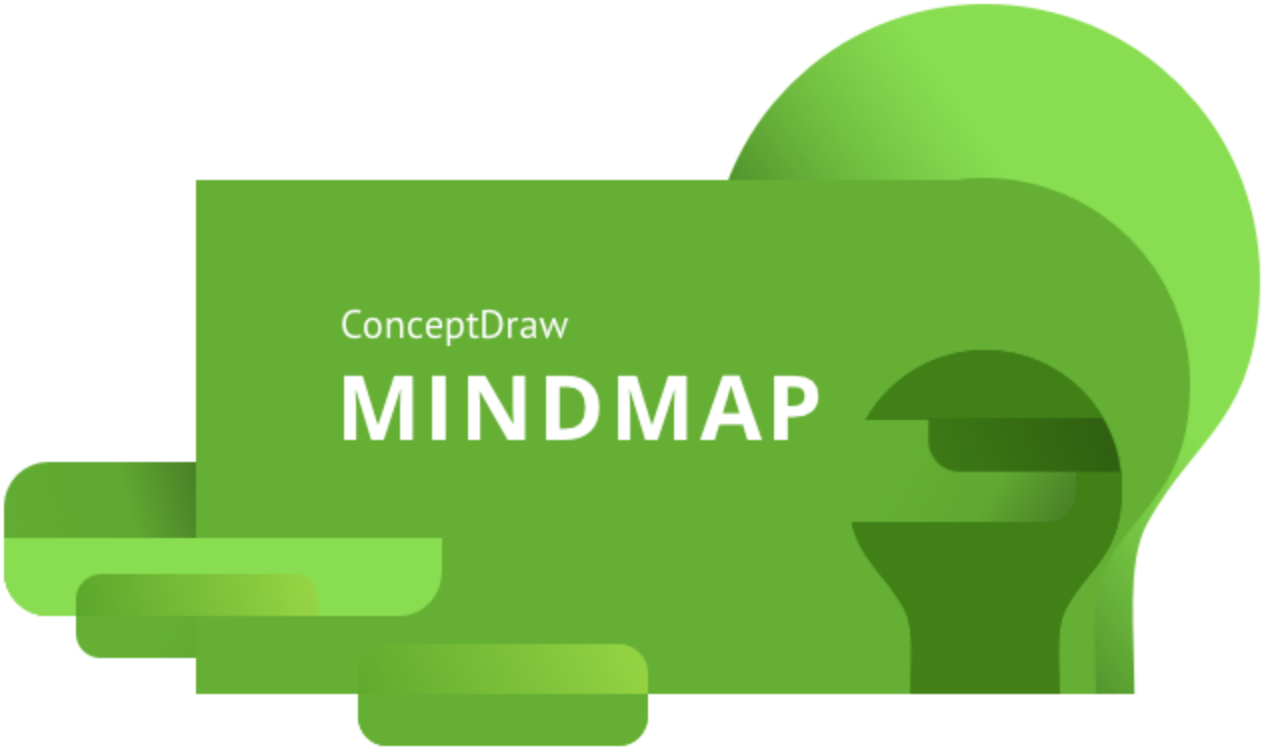

- User Interface Reference
- Keyboard Shortcuts

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Welcome to ConceptDraw MINDMAP 11 for Windows

Welcome to ConceptDraw MINDMAP
Computer Systems Odessa Corporation introduces you ConceptDraw MINDMAP - a powerful application for creating clear and visual Mind Maps for Mac and PC platforms.

Visual Thinking and Mind Mapping
Your Benefits
ConceptDraw Maintenance Assurance
Technical Support

Visual Thinking and Mind Mapping
It is known that visual thinking is inherent and natural to human mind. That is why visual form is most effective for representing information of any sort: it provides clarity, facilitates perception and understanding, gives a general view which is especially important in planning, developing ideas and projects, studying complex material. Information in visual form is easier to remember, and effective to present and explain to others.
Mind Mapping is a technique for representing and organizing ideas and items of information in a visual form. It helps you express your ideas in an easy way and organize them one after another in the form of a tree. It reflects the natural mode of thinking:
1) the main topic is put in the center;
2) then it is developed in the topics;
3) which in their turn are further developed in the subtopics which are put as sub-topics.
In the sub-topics, the topic is divided into parts, specified and presented in more detail. Subtopics can also hold additional information, or some ideas formed by association. Moreover, there are conventional graphical signs which can be added to the topics to evaluate the ideas or show the attributes of the topics. This results in a clear graphical representation of the ideas (or items of information) and relations between them in the form of a Mind Map. In the Mind Map you can also reinforce the ideas by using graphics, colors, figures and connections. The main advantage of Mind Maps, in comparison with ordinary lists and tables, is that a Mind Map provides a view of the whole. You see the entire structure of the topic presented - this leads to better understanding, and you can discover new ideas and approaches.
ConceptDraw MINDMAP is a powerful and easy-to-use tool for Mind Mapping. Its advanced features will help you quickly organize your ideas and structure your concepts, plans, daily work, learning material and other information. This application makes work and learning more effective and facilitates idea generation.

Your Benefits
ConceptDraw MINDMAP combines the power of two technologies:

- the Mind Mapping technique which helps dividing the problem into several simpler parts and solve them effectively;

- and the ConceptDraw technology which helps you visualize the thinking process, and makes it easy to modify and develop the ideas and share them with others easily via the Internet.

ConceptDraw MINDMAP is effective and helpful in any tasks when you need to:

- generate, organize and evaluate ideas;

- structure some information;

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- put some concepts in a clear and attractive way to persuade others.

So it proves helpful as a powerful and easy-to use tool for many purposes:

- Planning
- Teaching
- Organizing
- Note-taking
- Outlining
- Brainstorming
- Decision-making
- Presentations
- Summaries
- Project management

With ConceptDraw MINDMAP you can:

- present processes, ideas, complicated relationships graphically - in the printed way or on the Internet;
- visualize and analyze different factors in daily business decisions;
- facilitate idea generation in the most creative mode of thinking - you allow ideas to flow freely before starting to organize them;
- present your learning material in a logical and structured way to understand and remember it better;
- create clear, appealing and persuasive Mind Maps which make your work or studies more effective;
- visualize and structure the plans or ideas to help others working on a project understand it and to encourage creativity of their own.

ConceptDraw Maintenance Assurance

We have developed an innovative maintenance program that makes sure you stay up to date. At the time of your buy a ConceptDraw product, you are able to purchase ConceptDraw Maintenance Assurance.

Technical Support

We offer unlimited free technical support for our users.

To send us a problem report or feature request, submit the ticket form in the Help Desk section on our Web site.

Replies are normally sent within one business day. We are always happy to answer your questions and hear your feedback.

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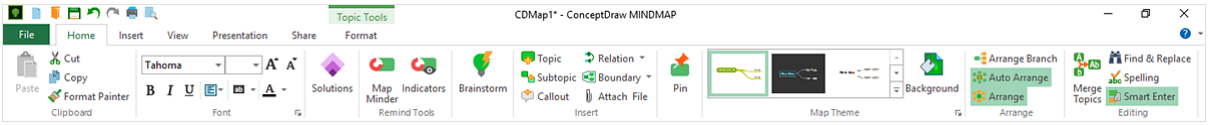
Toolbar Tour



The ConceptDraw MINDMAP toolbar provides quick access to functions that are commonly performed within the program.

Quick Access
File
Home
View
Presentation
Share
Format
Filters
Help

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Quick Access

Quick Access menu facilitates access to the most frequently used functions. It is located at the top of Toolbar.

- New Start a new mind map
- Open: Open an existing map
- Save: Save the current document
- Undo: Undo the last action
- Redo: Redo the last undone action
- Quick Print: Send the map directly to the default printer without making changes
- Print Preview: Preview and make changes to pages before printing

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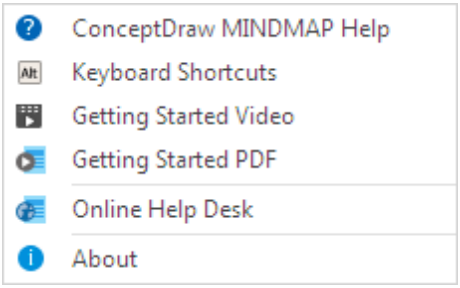
Help Menu



ConceptDraw MINDMAP Help: Calls the ConceptDraw MINDMAP Help System. It opens in a separate window where you can see a number of articles containing information on how to use the product. You can read or print the articles, search them for the needed information.

Keyboard Shortcuts: Calls the ConceptDraw MINDMAP ready-to-print list of the keyboard shortcuts in pdf format.

Getting Started PDF: Opens the Getting Started guide in the PDF format.

Online Help Desk: Allows you to ask a question to ConceptDraw MINDMAP Support Team.

About : Opens the About window, where you can see the information about the application version and developers.

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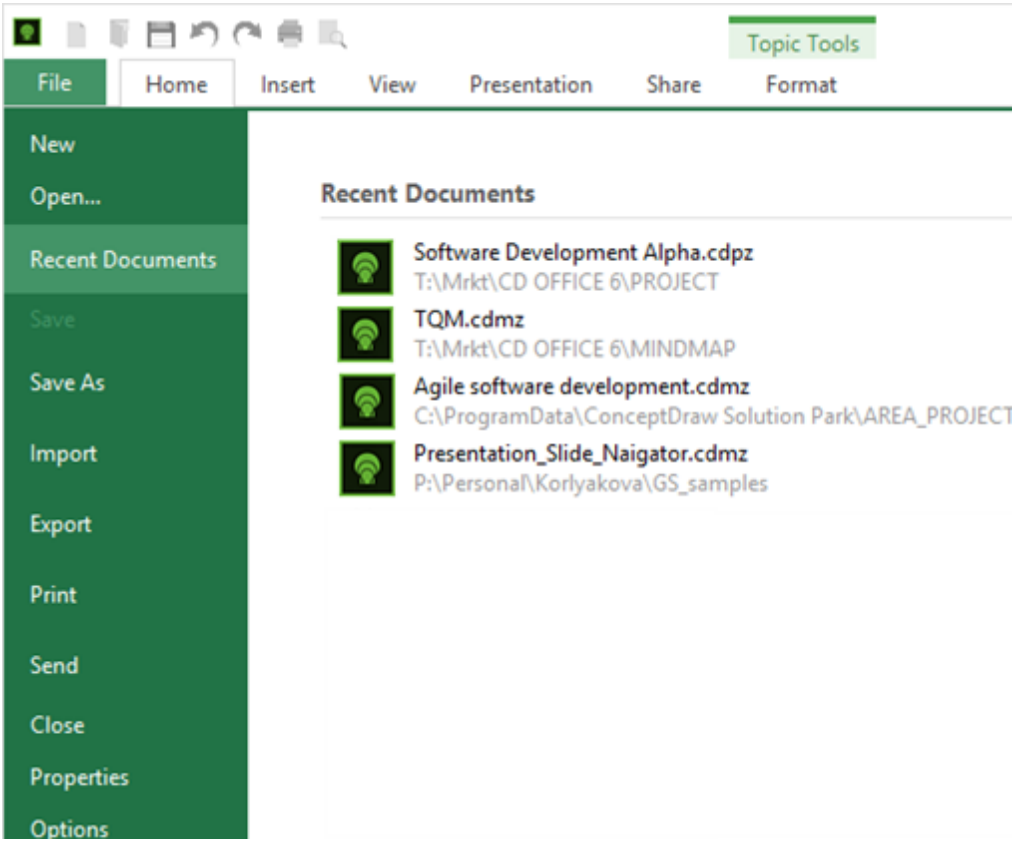
File



New: Create a new document

Open: Open an existing file

Save: Save the currently opened file

Save As: Save a copy of the document

Import: Create map file (cdmz) from other file types

Export: Save map file (cdmz) as other file type

Print: Preview and print the document

Send: Send a copy of current document in an email message as an attachment

Close: Close the currently opened document

Properties: Open the Document Properties dialog

Options: Open Options dialog

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Save as

Save a copy of the document.

Document: Save as ConceptDraw MINDMAP document (cdmz)

Template: Save as ConceptDraw MINDMAP template (cdmtz)

Presentation: Save as ConceptDraw MINDMAP document (cdmz).
File opens as a presentation using slides from Slide Navigator.

Brainstorm: Save as ConceptDraw MINDMAP template (cdmtz).
File opens as a Brainstorming session

Save as ConceptDraw PROJECT: Save as ConceptDraw PROJECT document (cdpz)

Print

Print ConceptDraw MINDMAP document.

Print: Send the map directly to the default printer without making changes

Print Preview: Open Print Preview tab

Map: Preview and print the current mind map

Outline: Preview and print the current mind map as text outline

Notes: Preview and print text notes to the topics of the current map

Send

Send a copy of current ConceptDraw MINDMAP document in an email message as an attachment.

E-mail: Send the current mind map file via email as an attachment

E-mail Presentation: Send the current mind map file via email as an attachment
File will be automatically opened in the presentation mode

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Import

The **Import** section provides the access to ConceptDraw MINDMAP import opportunities:

FreeMind	Open a XMind file (XMIND)
Mindjet MindManager	Open a MindManager file (MMAP)
MS Excel	Create a mind map from MS Excel document (XLSX)
MS PowerPoint	Create a mind map from PowerPoint presentation (PPTX)
MS Project	Create a mind map from MS Project document (MPP)
MS Word	Create a mind map from MS Word document (DOCX)
OPML	Create a mind map from Outline Processor Markup Language file (OPML)
Text Indented Outline	Create a mind map from indented or numerated Text Outline (TXT)
Text Numerated Outline	Create a mind map from indented or numerated Text Outline (TXT)
XMind	Open a FreeMind file (MM)

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Export

The **Export** section provides the access to ConceptDraw MINDMAP export opportunities

Adobe PDF	Save a mind map as a Portable Document Format file (PDF)
Mindjet MindManager	Save a mind map as a MindManager file (MMAP)
MS PowerPoint	Save a map as a MS PowerPoint presentation (PPTX)
MS Project	Save a mind map as a MS Project file (XML)
MS Word	Save a mind map as a MS Word file (DOCX)
OPML	Save a mind map as an Outline Processor Markup Language file (OPML)
Images	Save a mind map as a graphic file (BMP, JPG, GIF, TIFF, PNG)
RTF	Save a mind map as a Rich Text Format file (RTF)
Text Outline	Save a mind map as text outline file (TXT),
Web Page Map View	Save a mind map as a Web-page (HTML)
Web Page Outline View	Save an outline of the mind map as a Web-page (HTML)

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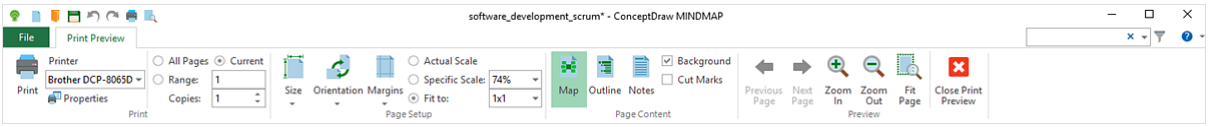
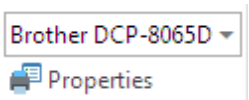
Print Preview

Preview and make changes to pages before printing



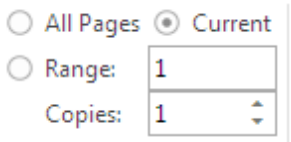
Print

Print: Print the current document.



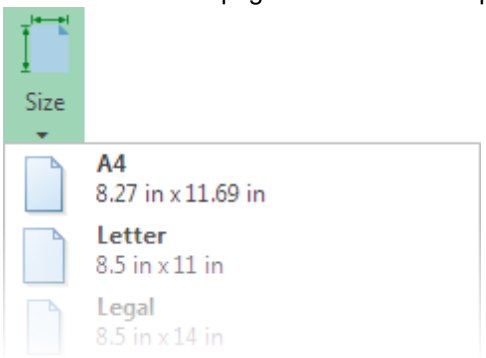
Printer: Choose printer and printer properties.

Page Setup

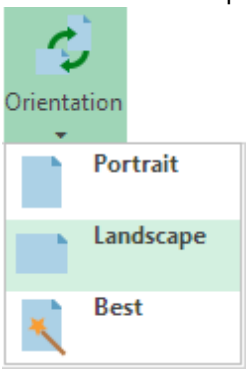


All Pages - print the entire document.
Current - print the current page.
Range - type page numbers or page ranges, you want to print.
Copies - type number of copies.

Size - Choose the page size from the drop-down list.



Orientation: Switch the pages between portrait and landscape layout. Choose " The Best " to automatically set orientation, which is fit to the current map size.



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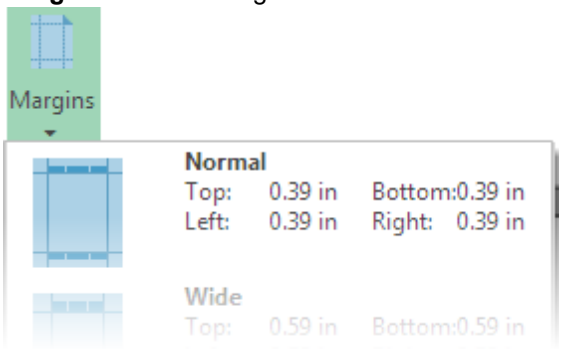
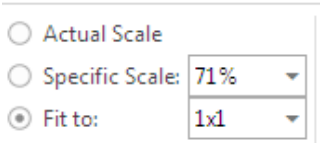
Margins: Set the margins for the current document.





Actual Scale - Print the document in zoom 100% of the actual size.
Specific Scale - Set the scale percentages of the actual size.
Fit to - set the number of pages , your map will be spitted.

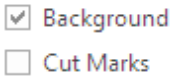
Page Content

Select exactly the type of document you want to print

Map: Printing the map view

Outline: Printing the outline view

Notes: Printing Notes



Specify some visible options of your printed output

Preview

Previous page/Next Page: Navigate between pages on page preview

Zoom in: Zoom in the document print preview

Zoom out: Zoom out the document print preview

Fit Page: Zoom the document so that entire document fits one page

Close: Close the Print Preview window

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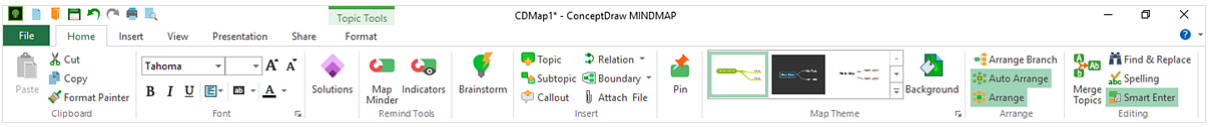
Home



Clipboard
Font
Remind Tool
Brainstorm
Insert
Pin
Map Theme
Arrange
Editing

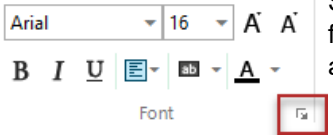
Clipboard

	Paste	Paste contents from the Clipboard.
	Cut	Cut selection and put it into Clipboard.
	Copy	Copy the selection and put it into the Clipboard.
	Format painter	Copy formatting from one place and apply it to another. Double-click this button to apply the same formatting to other places on the map.

Solutions

Open Solutions panel

Font



Select the topic that contains the text that you want to format. Click the font formatting buttons that you want to use. The Font dialog can be accessed by clicking the button in the lower right corner.

Remind Tools

Map Minder: Open Map Minder panel

Show Indicators: For the file tracked in Map Minder will show the time remaining until the scheduled start date of the tasks.

Brainstorm

Brainstorm: Switch the Brainstorming mode..

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Insert

Topic; Add topic to the same level as the selected one.
If no topic is selected, the topic is added to the Main Idea topic. If selected topic is disconnected with others, a new disconnected topic Is added below.

Subtopic: Add topic on the next level to selected one.
If no topic is selected, the topic is added to the Main Idea topic.

Callout: Add callout to the selected topic.

Relation: Insert Relations to indicate logical dependence between topics (usually project tasks or milestones): Start-to-Start , Start-to-Finish, Finish-to-Start, or Finish-to-Finish).
Insert Relations by dragging mouse between related topics. Relations have different styles.

Boundary: Add a boundary around a topic and all its subtopics.
You can format the boundary line style and color.

Attach File: Attach a file to selected topic.

Pin

Pin tool: When you pin a topic, subtopic or graphic image in the mind map window, it cannot be moved. The pinned element does not move either manually or when using any embedded arrangement and ordering tool.

Map Theme

Map Theme changing: Change the style of the entire map. You can quickly change Map Theme to any of pre-installed themes. You can open any another Map Theme from your computer and apply to your map. You can create your own theme and save it as a new one.

Background: Change Background color.

Map Theme button: Open Map Theme Attributes dialog.

Arrange

Arrange branch: Arrange selected branches of the mind map.

Auto-arrange: On/Off the Auto-arrange mode. The newly created mind maps has the Auto-arrange mod active on default.

Arrange: Activate the Arrange panel for the object selected..

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Editing

Merge Topics: This option allows merging selected topics and subtopics into one large topic. The post-merge text preserves the hierarchy of the original topics.

Find: Find text in the map content.

Spelling: Check the spelling and grammar of text in the map and map notes.

Smart Enter: Smart Enter mode. This option allows entering new topic quickly.
ON: Enables using the "Enter" key to complete the topic editing and add the sibling topic at once.
OFF: Enables using the "Enter" key just to complete the topic editing.

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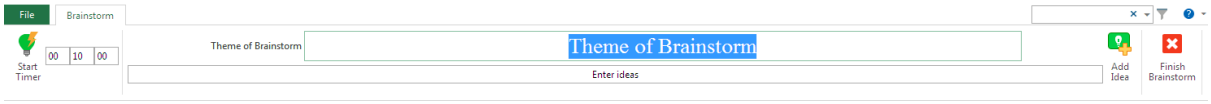
Brainstorm

Brainstorming in ConceptDraw MINDMAP is easy thanks to the special Brainstorming mode. Click the Brainstorm button on the Home tab to activate the Brainstorm panel.



ConceptDraw MINDMAP provides you with different brainstorming options. Brainstorm panel allows you to specify the topic of the brainstorming session and record the ideas as a list. The Brainstorm mode allows to generate as much as possible ideas related to a specific theme for a limited amount of time.

1. Start the countdown / Pause the countdown.

2. 00 10 00 Enter hours., minutes and seconds.

3. Enter here the theme of brainstorm session. Then press the **Enter** key.

Theme of Brainstorm | Theme of Brainstorm

4. Enter here an idea. Then press **Enter** key or click the **Add Idea** button.

Enter ideas

.

5. Exit Brainstorm mode and start editing map.

.

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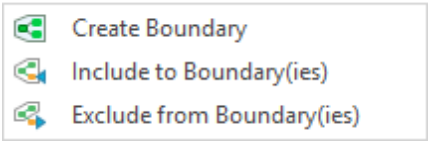
Boundary

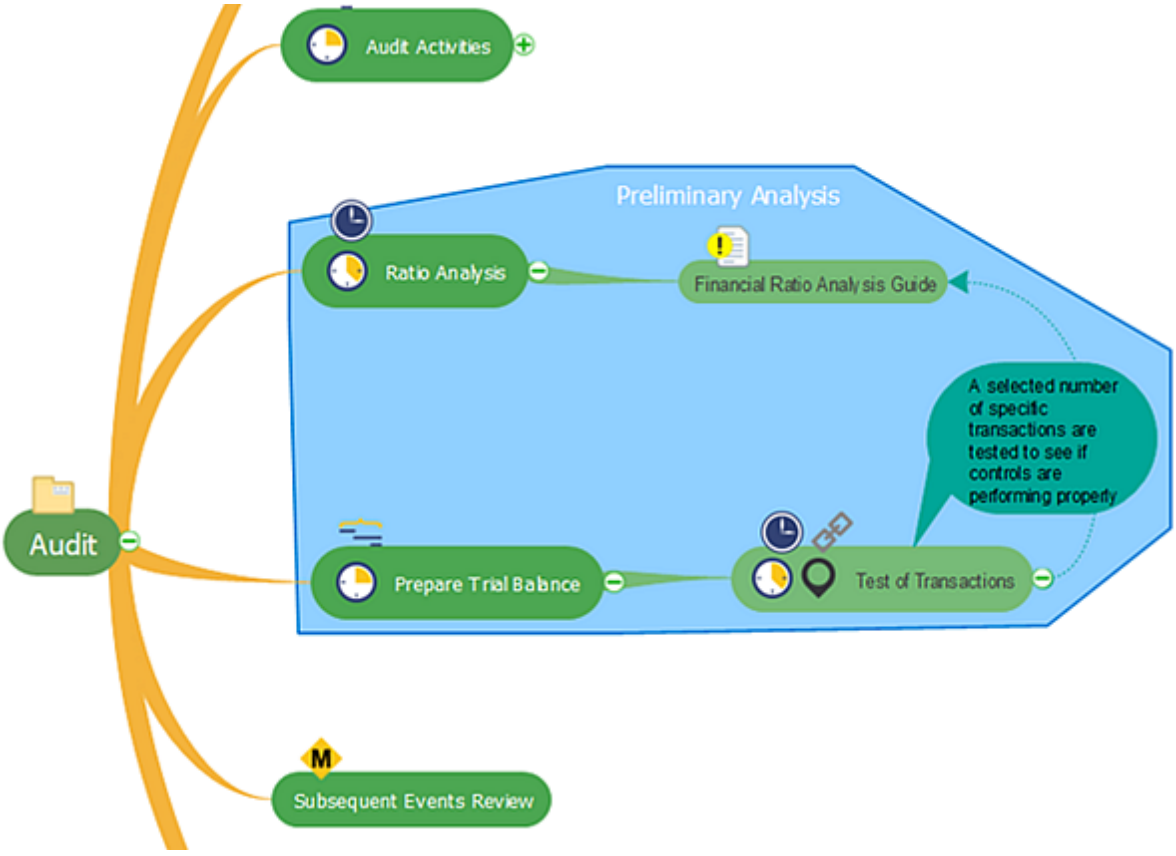
The Boundary tool can be accessed from the Home, or from the Insert tab.



A Boundary tool is used to pick out visually the relationships between topics and subtopics. It looks like a polygon that joins particular topics and subtopics with a closed line and a background color. The boundary will change its shape and size automatically when the stuff it includes are rearranging. You can add a boundary within another boundary. The initial boundary line and fill type are determined by the default settings. You can change the boundaries' fill and line using Format tab. Boundaries are not shown in the Outline view.

Create a new boundary

1. Select topics you want to group with the boundary.
2. On the Home tab, click the Boundary button, or select the Boundary item in the context menu.
3. Type the Title of a Boundary.



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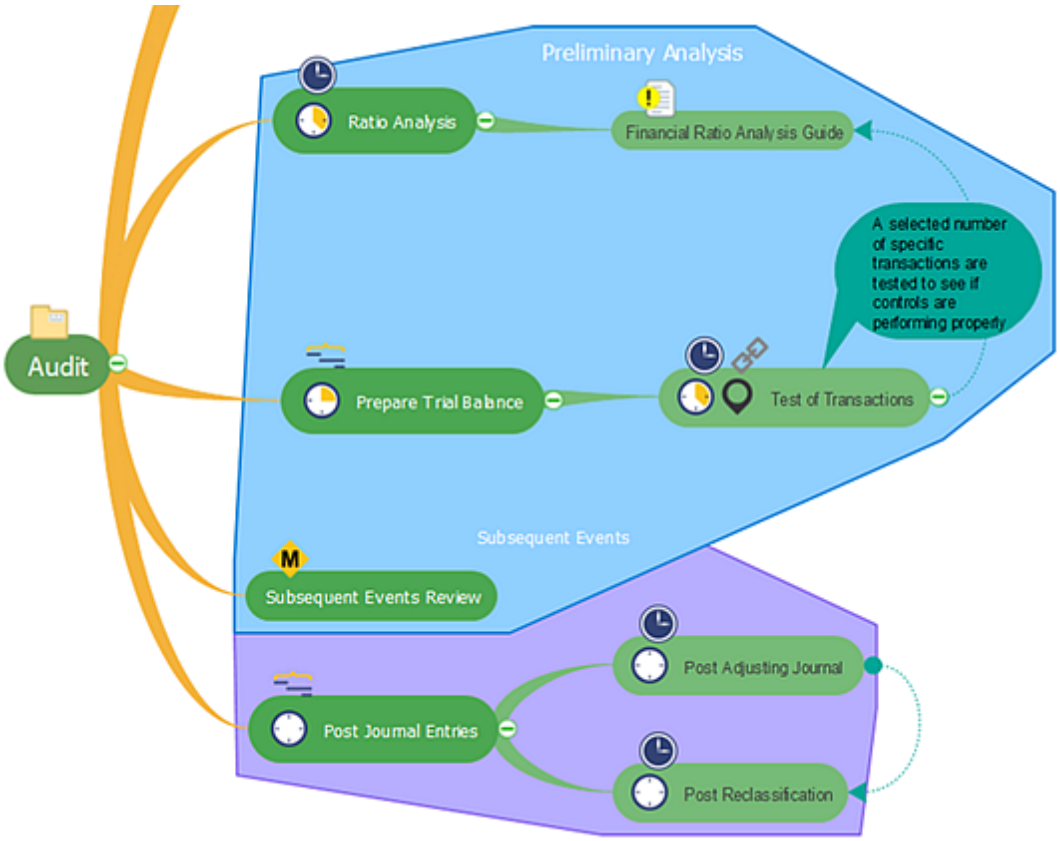
Add a Topic to an Existing Boundary

1. Select a topic and a Boundary(ies).
2. Open the Boundary button drop-down menu or topic context menu.
3. Select "Include to Boundary(ies)."



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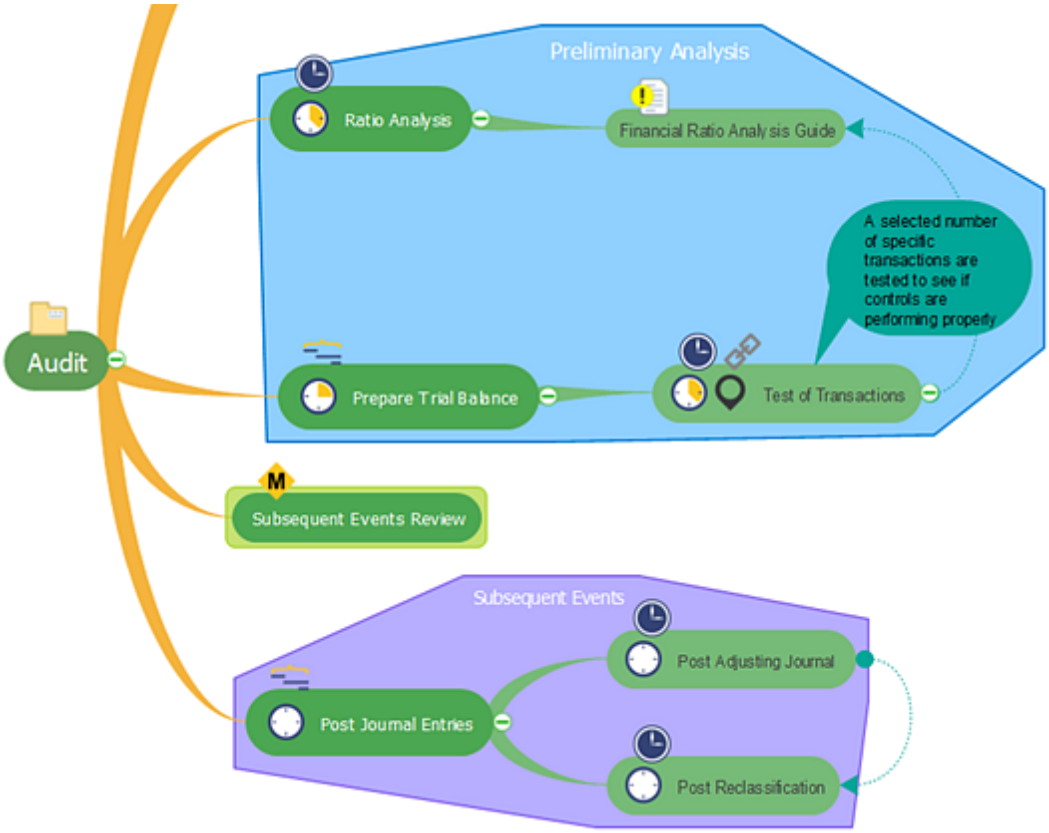
Exclude a Topic From a Boundary

1. Select a topic.
2. Open the Boundary button drop-down menu, or topic context menu.
3. Select "Exclude from Boundary(ies)".



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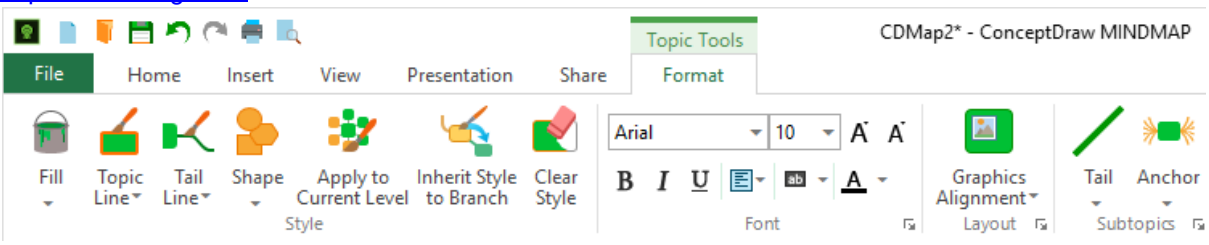
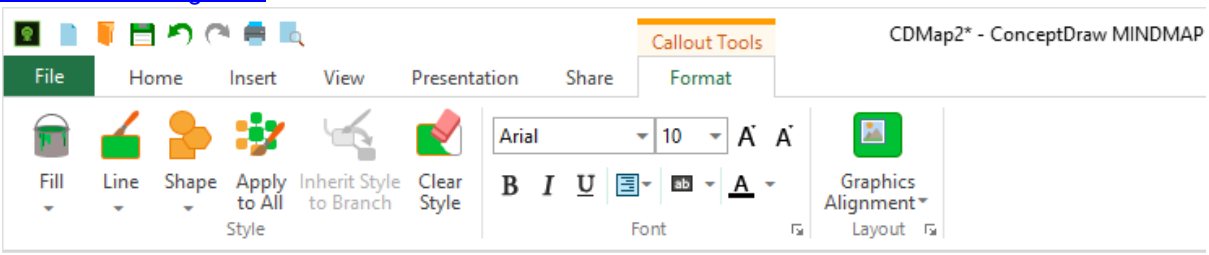
Format

ConceptDraw MINDMAP provides a variety of style and formatting options for your mind maps, that let you make them more informative without interfering with its readability.
You can completely customize the style of your mind maps, including the style of topics, callouts, relations and even format of drawn shapes.

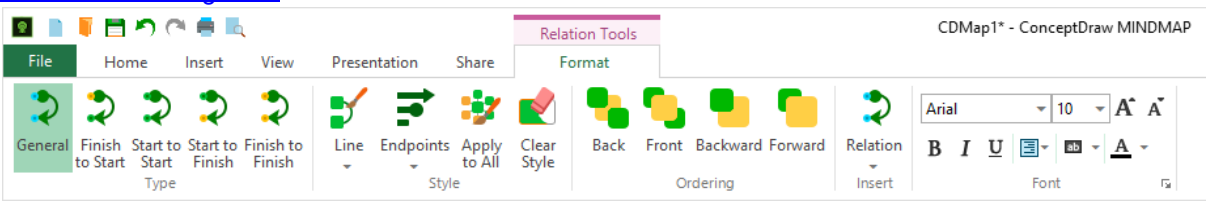
Topic formatting tools



Callout formatting tools



Relation formatting tools



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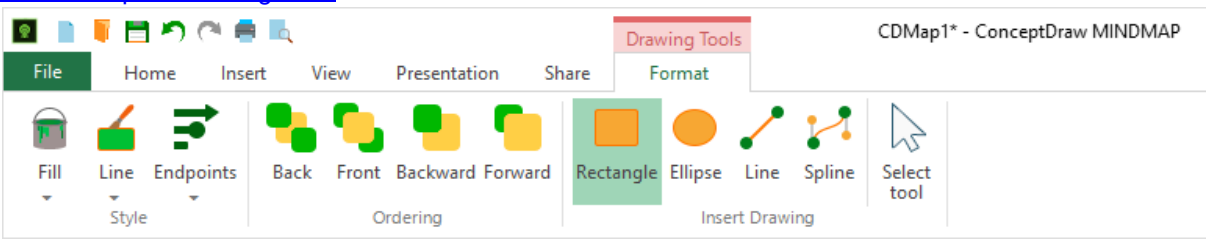
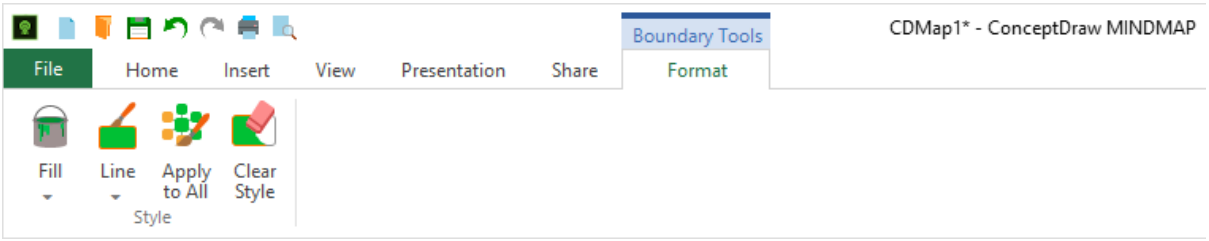
Drawn shape formatting tools



Boundary formatting tools



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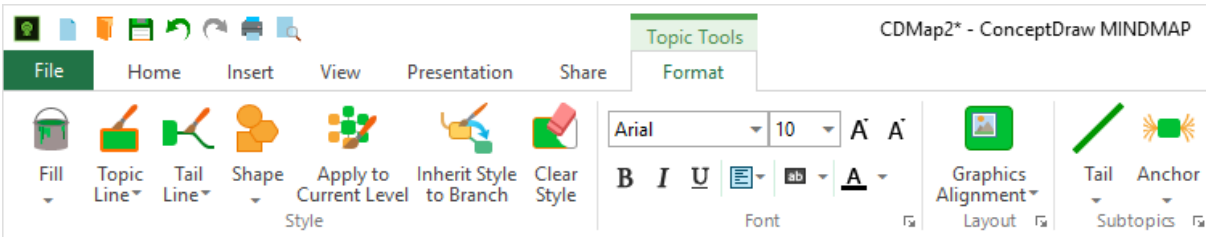
Format Topic

To access the topic format tab, select a topic and Format tab, or use context menu.



Format Topic Style
Format Topic Font
Format Topic Layout
Format Subtopics

Format Topic Style

Fill: Change the fill color of selected topic.
Also change gradient type and background color, as well as pattern ornament.

Line: Change the color of the selected topic's outline and branch connection line.
Also change line style and weight.

Tail Line: Change the color of the selected topic's branch connection line.
Also change line style and weight.

Shape: Change the Shape of selected topics, such as Rectangle, Circle, Hexagon, etc.
You can insert any image as topic background.

Inherit Style to Branch: Apply the style of the selected topic (subtopic) to the entire branch (the topic and its all-level subtopics).

The inherited style is applied only to already existing topics. In order to extend it to the newly created topics, you must reuse the button.

Apply to Current Level: Apply the style changes to all topics on the current level.
The changes will be set as default style for the given level of the current map.

Clear Style: Restore the latest default style of selected topics.

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Format Topic Shape

Change the shape of selected topics, such as Rectangle, Circle, Hexagon, etc. You can insert any image as topic background.

Automatic: Change the shape of selected topics to the shape that is set as default for current Map Theme.

None: No topic shape

Line: Line on the bottom border of a topic

Squirrel

Rectangle

Rounded Rectangle: Default topic shape in the ConceptDraw MINDMAP blank document.

Rounded

Hexagon

Octagon

Circle

Oval

Custom Image: Insert any image as topic background.

Select Image - Insert any image as topic background.

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Format Topic Font

Select the topic that contains the text that you want to format. Click the font formatting buttons that you want to use. Use the button at the right bottom corner of the group to open Font dialog.

Layout

Graphics Alignment controls allow changing position of an image within the topic. The Margins and Spacing dialog can be accessed by clicking the button in the lower right corner

Left (top) - Align image at the top left corner of the topic.

Left (center) - Center image vertically and align it to the left side of the topic.

Left (bottom) - Align image to the bottom left corner of the topic.

Right (top) - Align image at the top right corner of the topic.

Right (center) - Center image vertically and align it to the right side of the topic.

Right (bottom) - Align image to the bottom right corner of the topic.

Top (left) - Align image at the top left corner of the topic.

Top (center) - Center image and align it to the top of the topic

Top (right) - Align image at the top right corner of the topic.

Bottom (left) - Align image to the bottom left corner of the topic.

Bottom (center) - Center image and align it to the bottom of the topic.

Bottom (right) - Align image to the bottom right corner of the topic.

The button at the right bottom corner of the group opens the Margins and Spacing dialog.

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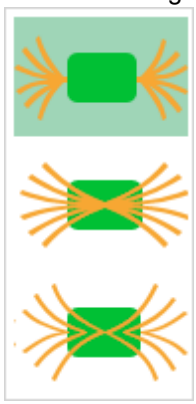
Format Subtopics

Tail: Change the shape of the connecting lines between the topic and its subtopics.

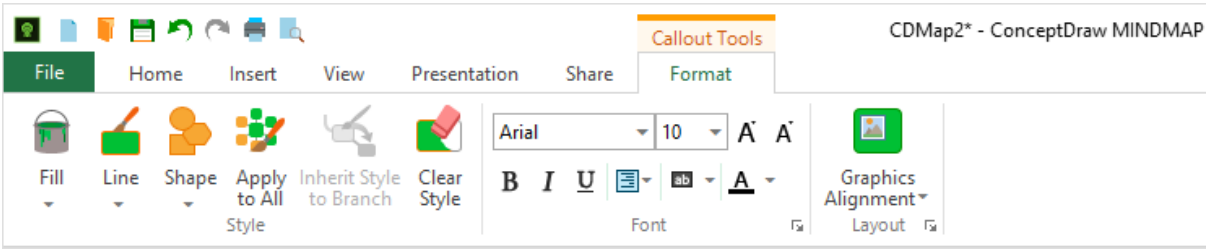
Anchor: Change the placement of the beginning point of the branch lines.



The button at the right bottom corner of the group opens the Margins and Spacing dialog.

Format Callouts

To access the callout format tab, select a callout and Format tab or use context menu..



Format Callout Style
Format Callout Font
Format Callout Layout

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Format Callout Style

Fill: Change the fill color of selected callout.
Also change gradient type and background color, as well as pattern.

Line: Change the color of selected callout's outline.
Also change line style and weight.

Shape: Change the shape of selected callout, such as Cloud, Rectangle, Oval, etc.
You can also insert any image as a topic background.

Apply to All: Apply the Style changes to all callouts on the current map. The changes will be set as default style for all callouts of the current map.

Clear Style: Restore the latest default style of selected callouts.

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Format Callout Shape

Change the shape of selected callout, such as Cloud, Rectangle, Oval, etc. You can also insert any image as a callout background.

Automatic: Change the shape of selected callout to the shape that is set as default for current Map Theme.

No callout shape and outline.

Line

Rectangle balloon

Rounded Rectangle

Rounded balloon

Oval

Bubble

Highlight text of the callout.

Cloudy

Select Image - Insert any image as callout background.

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Format Callout Font

Select the callout that contains the text that you want to format. Click the font formatting buttons that you want to use. Use the button at the right bottom corner of the group to open Font dialog.

Format Callout Layout

Graphics Alignment controls allow changing position of an image within the callout. The Margins and Spacing dialog can be accessed by clicking the button in the lower right corner

Left (top) - Align image at the top left corner of the callout.

Left (center) - Center image vertically and align it to the left side of the callout.

Left (bottom) - Align image to the bottom left corner of the callout.

Right (top) - Align image at the top right corner of the callout.

Right (center) - Center image vertically and align it to the right side of the callout.

Right (bottom) - Align image to the bottom right corner of the callout.

Top (left) - Align image at the top left corner of the callout.

Top (center) - Center image and align it to the top of the callout

Top (right) - Align image at the top right corner of the callout.

Bottom (left) - Align image to the bottom left corner of the callout.

Bottom (center) - Center image and align it to the bottom of the callout.

Bottom (right) - Align image to the bottom right corner of the callout.

The button at the right bottom corner of the group opens the Margins and Spacing dialog.

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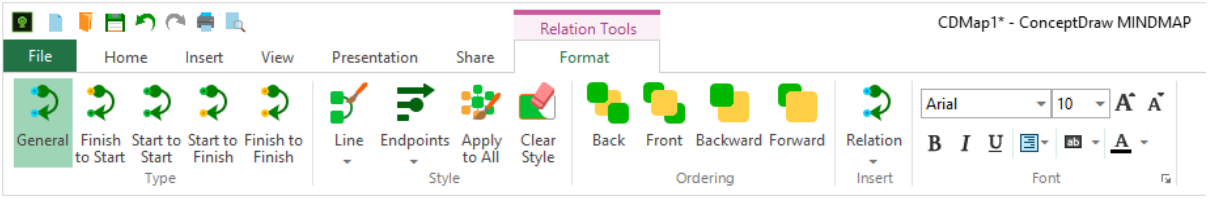
Format Relation

To access the relation format tab, select a relation and Format tab or use context menu.



Format Relation Type
Format Relation Style
Format Relation Ordering
Insert Relation

Format Relation Type

General: Change the selected relation to default type.If you have changed the style of Endpoint's, you can save it as General type by clicking **Apply to All** button

Finish to Start: Change the selected relation to Finish-to-Start.

Start to Start: Change the selected relation to Start-to-Start.

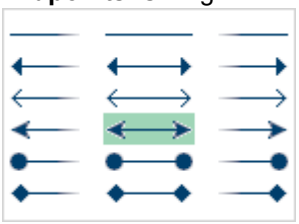
Start to Finish: Change the selected relation to Start-to-Finish.

Finish to Finish : Change the selected relation to Finish-to-Finish.

Format Relation Style

Line:
Change the color, weight and style.

Endpoints: Change the shapes on the end points of a relation.



Apply to All: Apply the Style changes to all Styles relations and General Type relations. The changes will be set as General Type for all relations on the current map.

Clear Style: Restore the latest default style of relations.

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Format Relation Ordering

Make Bottom Most - Send the selected relation behind all other objects.

Step Back - Send the selected relation one step toward the back.

Step Front - Bring the selected relation one step closer to the front.

Make Top Most - Bring the selected relation in front of all other objects, so that no part of it is hidden behind other objects.

Insert Relation

Insert Relation - Insert Relations to indicate logical dependence between topics (usually project tasks or milestones): Start-to-Start , Start-to-Finish, Finish-to-Start, or Finish-to-Finish). Insert Relations by dragging mouse from one topic to another. Relations have different styles .

General Relation - Insert relation of default type.

Start to Start Relation - Insert Relation to indicate Start-to-Start dependency between topics.

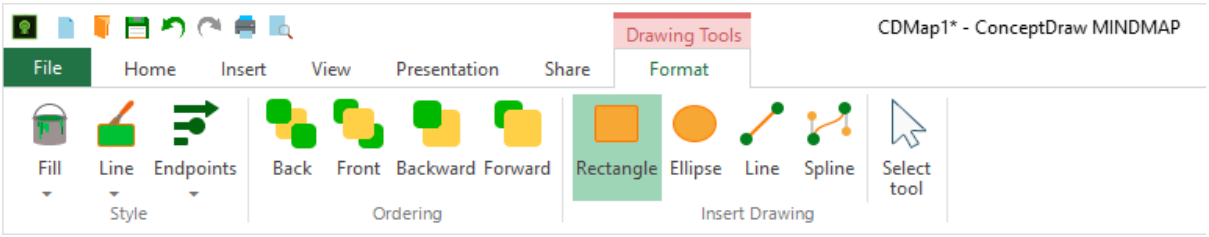
Start to Finish Relation - Insert Relation to indicate Start-to-Finish dependency between topics.

Finish to Start Relation - Insert Relation to indicate Finish-to-Start dependency between topics.

Finish to Finish Relation - Insert Relation to indicate Finish-to-Finish dependency between topics.

Format Drawing

To access the shape format tab, select a shape and Format tab or use context menu.



Format Drawing Style
Format Drawing Ordering
Insert Drawing

Format Drawing Style

Fill:
Change the fill color of selected topic.
Also change gradient type and background color, as well as pattern.

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Line:
Change the shape line color, weight and style.

End points:
Change line ends.

Format Drawing Ordering

Back: Send the selected shape behind all other objects.

Front: Send the selected shape one step toward the back.

Backward: Bring the selected shape one step closer to the front.

Forward: Bring the selected shape in front of all other objects, so that no part of it is hidden behind other objects.

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Insert Drawing

Insert Rectangle - Click in the upper left corner of where you want to place your rectangle and drag to the lower right corner to define the rectangle.
To draw a square, hold the Shift key down while dragging down and across the screen.

Insert Ellipse - Click in the upper left corner of where you want to place your ellipse and Drag to the lower right corner to define the ellipse.
To draw a circle, hold the Shift key down while dragging down and across the screen.

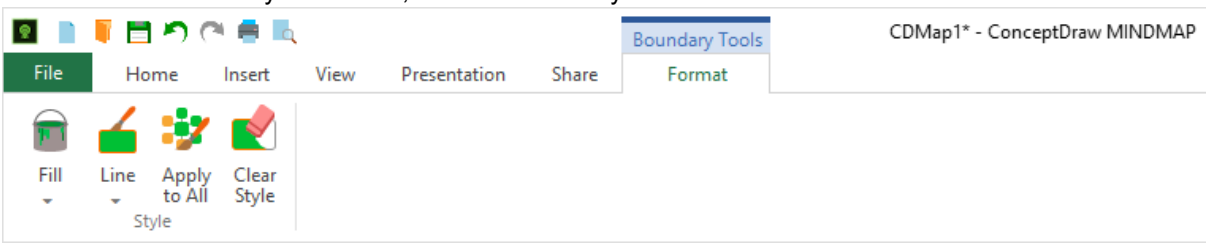
Insert line - Click in the where you want to place your line and drag to the selected endpoint. To constrain the line angle to a multiple of 45 degrees, hold down Shift key while dragging down.

Insert Spline - Click in the where you want to place your spline and drag to the selected endpoint. The path of mouse cursor will define the form of your spline.

Select text or objects in the mind map.

Format Boundary

To access the boundary format tab, select a boundary and Format tab.



Fill:
Change the fill color of selected boundary.
Also change gradient type and background color, as well as pattern.

Line:
Change the boundary line color, weight and style.

Apply to All: Apply the Style changes to all callouts on the current map. The changes will be set as default style for all callouts of the current map.

Clear Style: Restore the latest default style of selected callouts.

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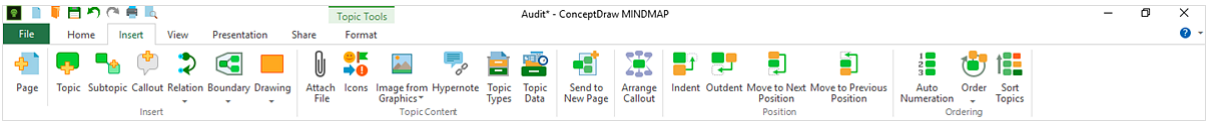
Insert



Insert
Topic Content
Position
Ordering

Insert

Page: Add new page. The new page will appear at the end of Page Navigator.

Topic: Add topic to the same level as the selected one. If no topic is selected, the topic is added to the Main Idea topic. If selected topic is disconnected with others, a new disconnected topic Is added below.

Subtopic: Add topic on the next level to selected one. If no topic is selected, the topic is added to the Main Idea topic.

Callout: Add a callout to selected topic.

Relation: Insert Relations to indicate logical dependence between topics (usually project tasks or milestones): Start-to-Start , Start-to-Finish, Finish-to-Start, or Finish-to-Finish).
Insert Relation by dragging mouse between related topics. Relations have different styles.

Add/Remove boundary: Use Boundaries to draw attention to a specific section of a mind map.

Drawing: Draw ready-made shapes, such as Rectangle, Ellipse, Line, Spline. Draw objects on the empty space of map using mouse. Hold down the "Shift" key while drawing to make Square, Circle or Line at an angle that is multiple to 45 degrees (0,45,90…).

Topic Content

Attach File: Attach a file to selected topic

Icons: Insert Icons into selected topic.
Use Icons for visual representation and accenting topic content.

Image from Graphics: Insert the image from Graphics library or from file.

Hypernote: Create a link to Topics, Callouts, Pages , Documents, Web pages, Email address. Hyperlink can be inserted into Topic or Callout in your document.
The Hyperlink can be easily added and edited within a Hypernote panel.

Topic Types: Assign Type to a Topic.
The Topic Type can be easily assigned and edited within a floating dialog.

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Topic Data: Manage a Topic Data assigned to specific Topic Type.

Send to New Page - Create a copy of selected topic on a blank page and move there a copy of the topic and all related subtopics. The initial topic and its copy will be automatically hyperlinked.

Auto Callout - When enabling this option, the callouts circular arrangement around parent topics will be applied.

Position

Indent - Moves the topic to a lower level in the hierarchy.

Outdent - Moves the topic to a higher level in the hierarchy.

Move to Next Position - Moves the topic to the next position (based on the order the map is created).

Move to Previous Position - Moves the topic to the previous position (based on the order the map is created).

Ordering

Auto Numeration: Number topics in order.
Clockwise from top is set by default

Order: Set order for Auto Numeration of topics: clockwise or radial:

Sort Topics: Sort selected topics by priority levels.

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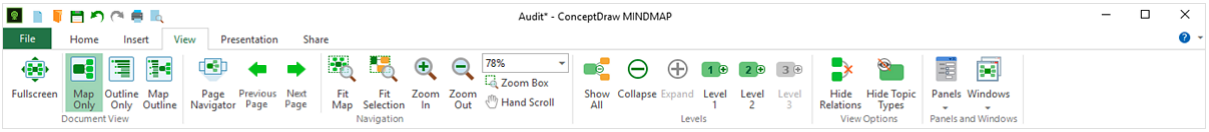
View



Document View
Navigation
Levels
Panels and Windows

Document View

Full Screen: To use maximum screen size you can use the Full **Screen Mode**. All toolbars, dialogs and even the MS Windows task bar will be hidden. The program window will have scrollbars and page navigator letting you navigate the document in the bottom part of the window.

Map Only: View a document as a mind map

Outline Only: View a document as an outline

Map & Outline: View a document as an outline and a mind map simultaneously.

Navigation

Page navigator: Show/Hide Page Navigator

Previous Page: View the previous page of your document

Next Page: View the next page of your document

Fit Map: Zoom the page so that the entire document fits in the window

Fit Selection: Zoom the page so that the selected objects fit in the window

Zoom In: Zoom in on the document

Zoom Out: Zoom out of the document

Zoom Level: Choose a standard level within the 25% - 400% range, or set "Fit Selection "or "Fit Map".
Zoom Box: Zoom the map area so that currently selected topics fills the entire window. This can help you focus on specific map details.
Hand Scroll: Activates the Scroll Hand tool that allows one to easily move the page

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Levels

Show All: Display all subtopics of selected topic.
If no topic is selected, the entire map will be displayed.

Collapse: Collapse all associated subtopics of a selected topic.
If no topic is selected, entire map will be collapsed up to Main Idea.

Expand: Display subtopics of selected topic except subtopics that were collapsed. If no topic is selected, the entire map will be displayed except subtopics that were collapsed.

Level 1-3: Display Topics by levels

Panels and Windows

Windows - Switch to a different window that is currently open.

Panels - Open/Close Panels and Navigators. Use Floating panels to create and edit mind map content.

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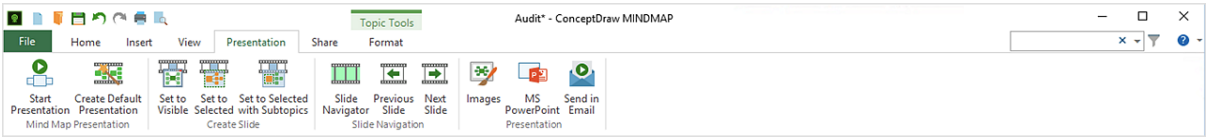
Presentation



Mind Map Presentation
Create Slide
Slide Navigation
Presentation

Mind Map Presentation

Start Presentation - Show full-screen slide presentation for this map, using slides from Slide Navigator.
If there are no slides in Slide Navigator, default presentation will be created from first-level topics and their subtopics.
Click at the bottom of screen to access the presentation control panel.

Create Default Presentation - Create default set of slides for presenting the current mind map. Slides will be created from first-level topics and their subtopics.
You can preview slides using Slide Navigator.

Create Slide

Set to Visible - Create slide from visible objects.

Set to Selected - Create Slide from selected topics

Set to Selected with Subtopics - Create slide from selected topics with subtopics

Slide Navigation

Slide Navigator - Show/Hide Slide Navigator

Previous Slide - Show previous slide

Next Slide - Show next slide

Presentation

Images - .Save presentation in graphic format

MS Power Point - Save presentation as Power Point file

Send Via E-mail - Send the current mind map file via email as an attachment. File will be automatically opened in the presentation mode.

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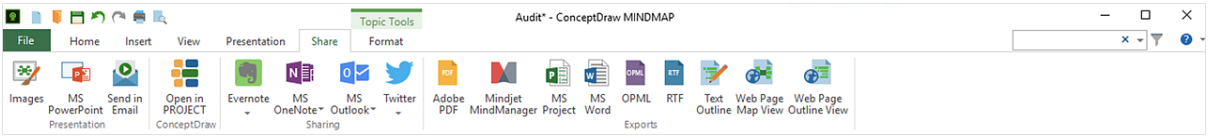
Share



Presentation

Images: Save presentation in graphic format

MS Power Point: Save presentation as MS Power Point file.

Send Via E-mail: Send a copy of the mind map via e-mail as attachment. File opens as in the presentation mode, using slides from Slide Navigator.

ConceptDraw

Open in Project: Opens current document with ConceptDraw PROJECT, having closed it in ConceptDraw MINDMAP.

Sharing

Send to Evernote: Publish content from ConceptDraw MINDMAP to your Evernote account. **Note Exchange** solution is required.

Send to MS OneNote: Publish content from ConceptDraw MINDMAP to your MS OneNote notebook

Send to MS Outlook: Create a message in MS Outlook, or task containing information from selected topics.

Tweet Topic: Post the Tweet to your profile.

Exports

Adobe PDF: Save a mind map as a Portable Document Format file (PDF)

Mindjet MindManager: Save a mind map as a MindManager file (MMAP)

MS Project: Save a mind map as a MS Project file (XML)

MS Word: Save a mind map as a MS Word file (DOCX)

OPML: Save a mind map as an Outline Processor Markup Language file (OPML)

RTF: Save a mind map as a Rich Text Format file (RTF)

Text Outline: Save a mind map as text outline file (TXT),

Web Page Map View: Save a mind map as a Web-page (HTML)

Web Page Outline View: Save an outline of the mind map as a Web-page (HTML)

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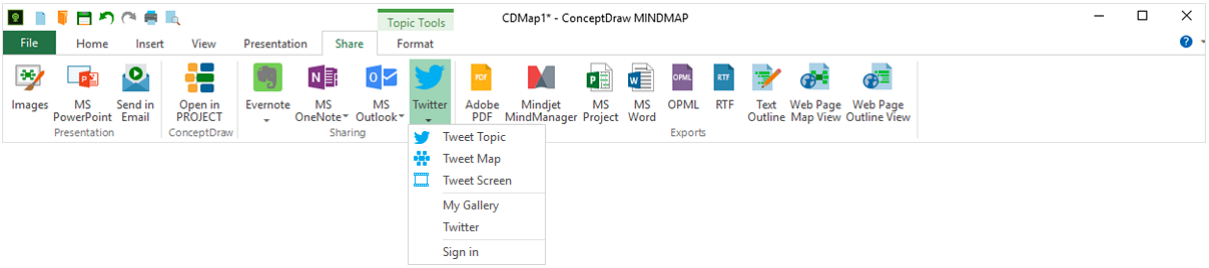
Tweet Topic



ConceptDraw MINDMAP allows you to post content to your account on Twitter from the mind map directly:

- Tweet Topic - Tweet the topic content, including hyperlinks and embedded picture
- Tweet Map - Tweet the entire mind map as picture;
- Tweet Screen - Tweet the part of map currently visible on screen;

My Gallery Opens your Internet Browser on the gallery of your tweeted images

Twitter Opens your Internet Browser on http://twitter.com

Sign in/ Sign out Log in/log out to your Twitter account.

When posting your first Tweet from ConceptDraw MINDMAP press "Sign In" on the context menu of Tweet Topic button and connect application with your Twitter account.

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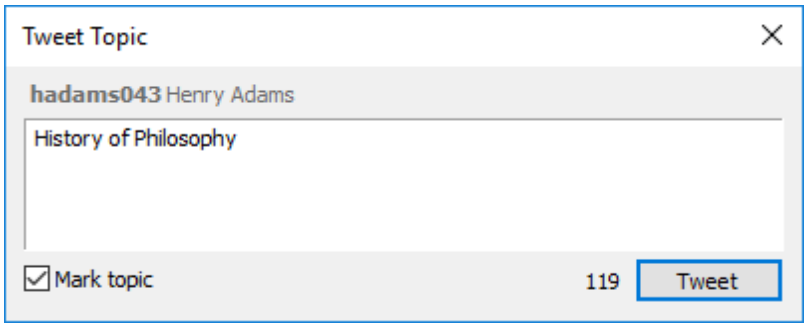
Share with Twitter

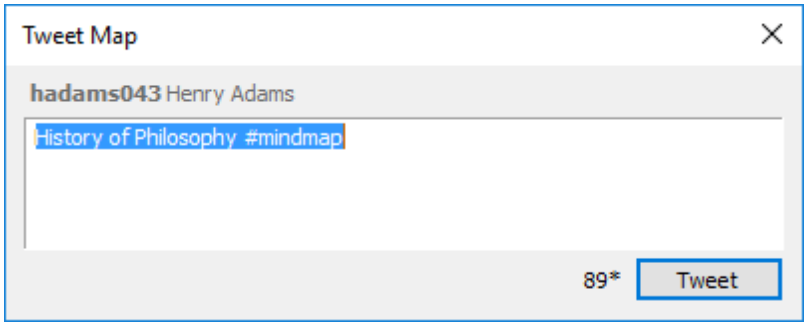
You can tweet the selected topics. You can preview text and number of characters using Tweet Topic window.

Check the **Mark Topic** option if you want to mark the topic, you have tweeted, on your mind map.



Tweet Map

You can tweet the entire mind map. The Tweet Map window shows you the name of your mind map and number of characters.



You can preview the mind map from your Twitter account.

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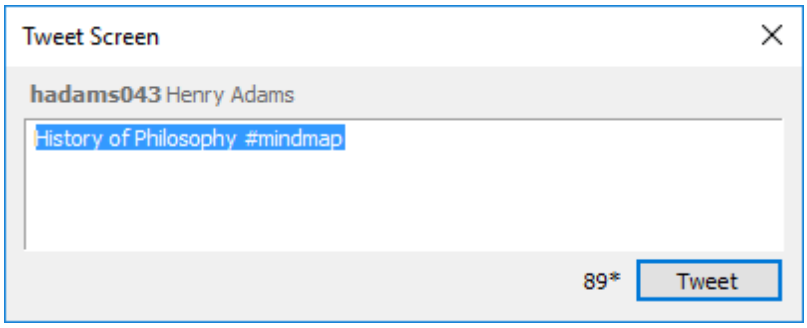
Tweet Screen

You can tweet the visible part of your mind map. The Tweet Screen window shows you the name of your mind map and number of characters.



You can preview the screenshot of your mind map from your Twitter account.

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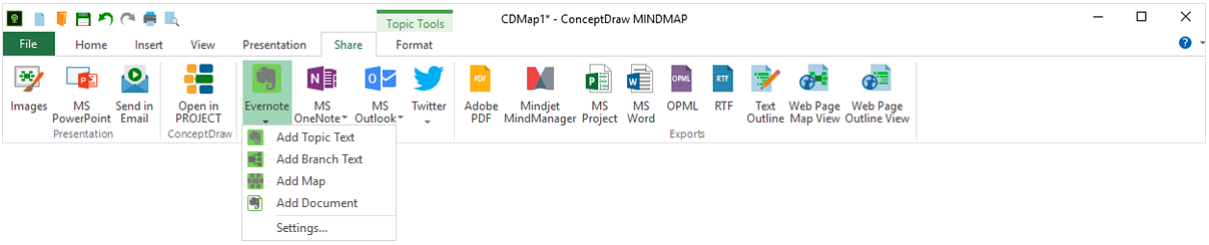
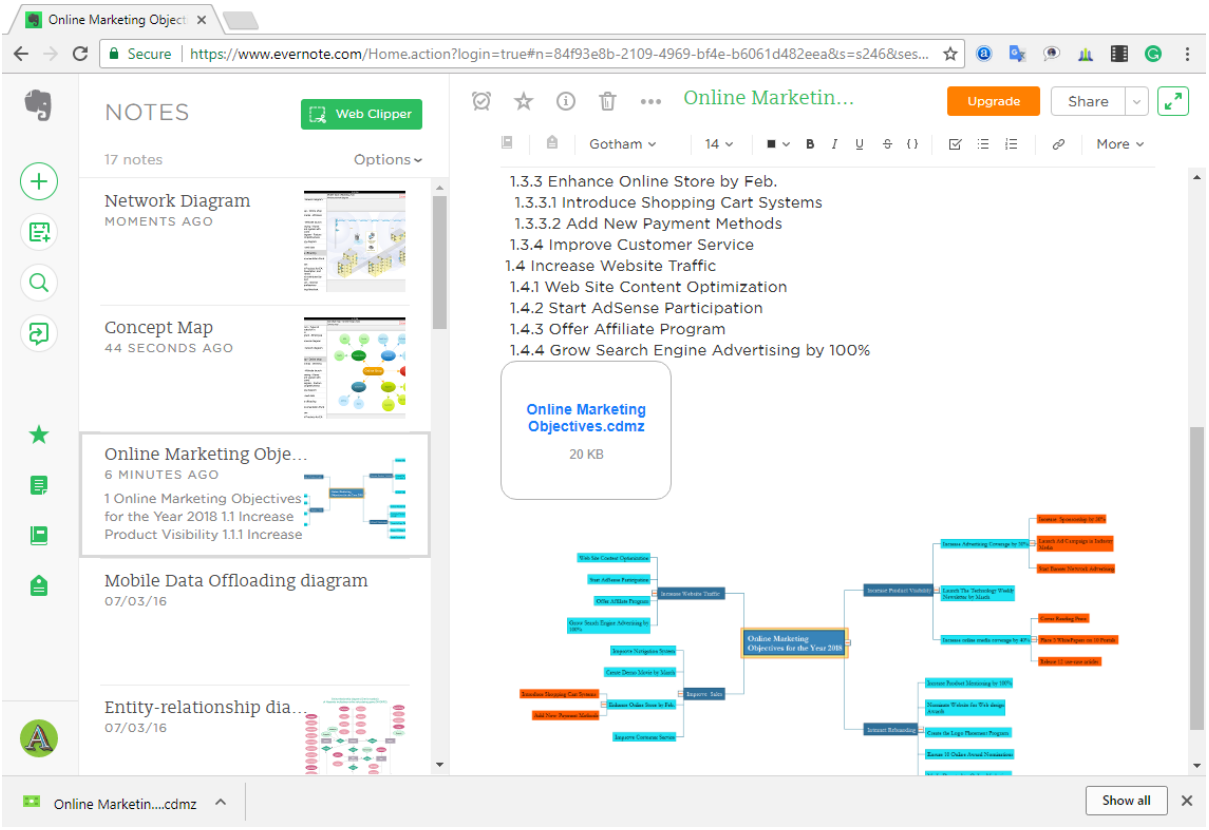
Add to Evernote



ConceptDraw MINDMAP allows you to publish content to your Evernote account from mind map directly.



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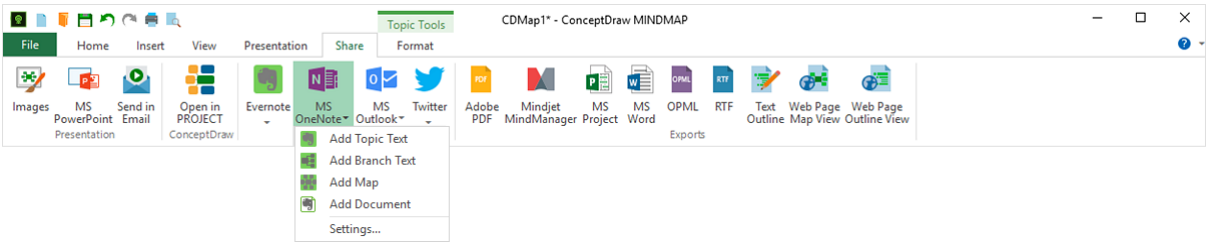
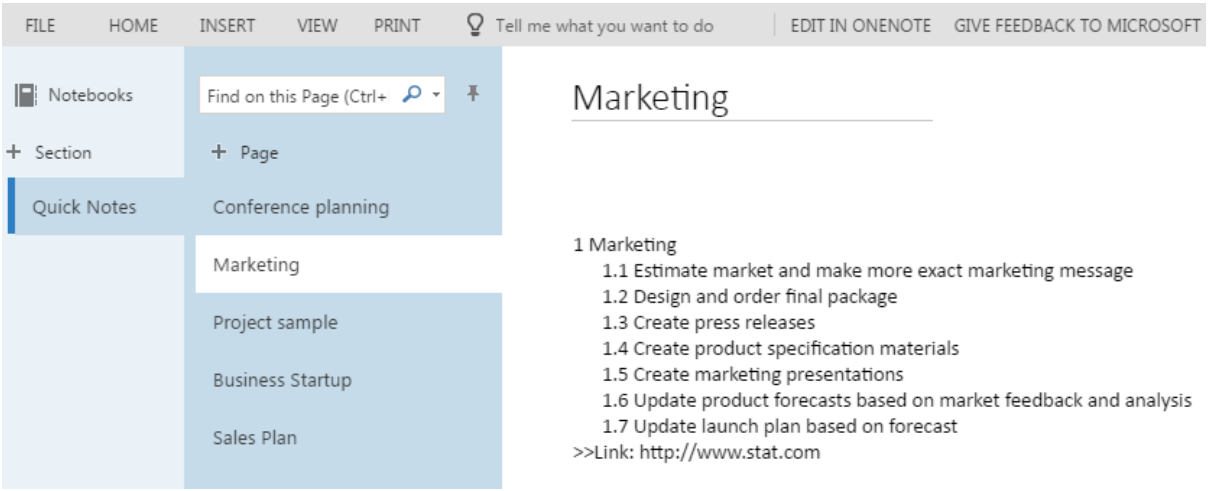
Send to MS OneNote

ConceptDraw MINDMAP allows you to publish content to your MS OneNote notebook from a mind map directly.



When publishing first mind map from ConceptDraw MINDMAP to OneNote notebook press "Sign In" on the drop-down menu of MS OneNote button and connect to your OneNote account.

Send Text : You will have an outline of the selected topic or branch added to your OneNote notebook.



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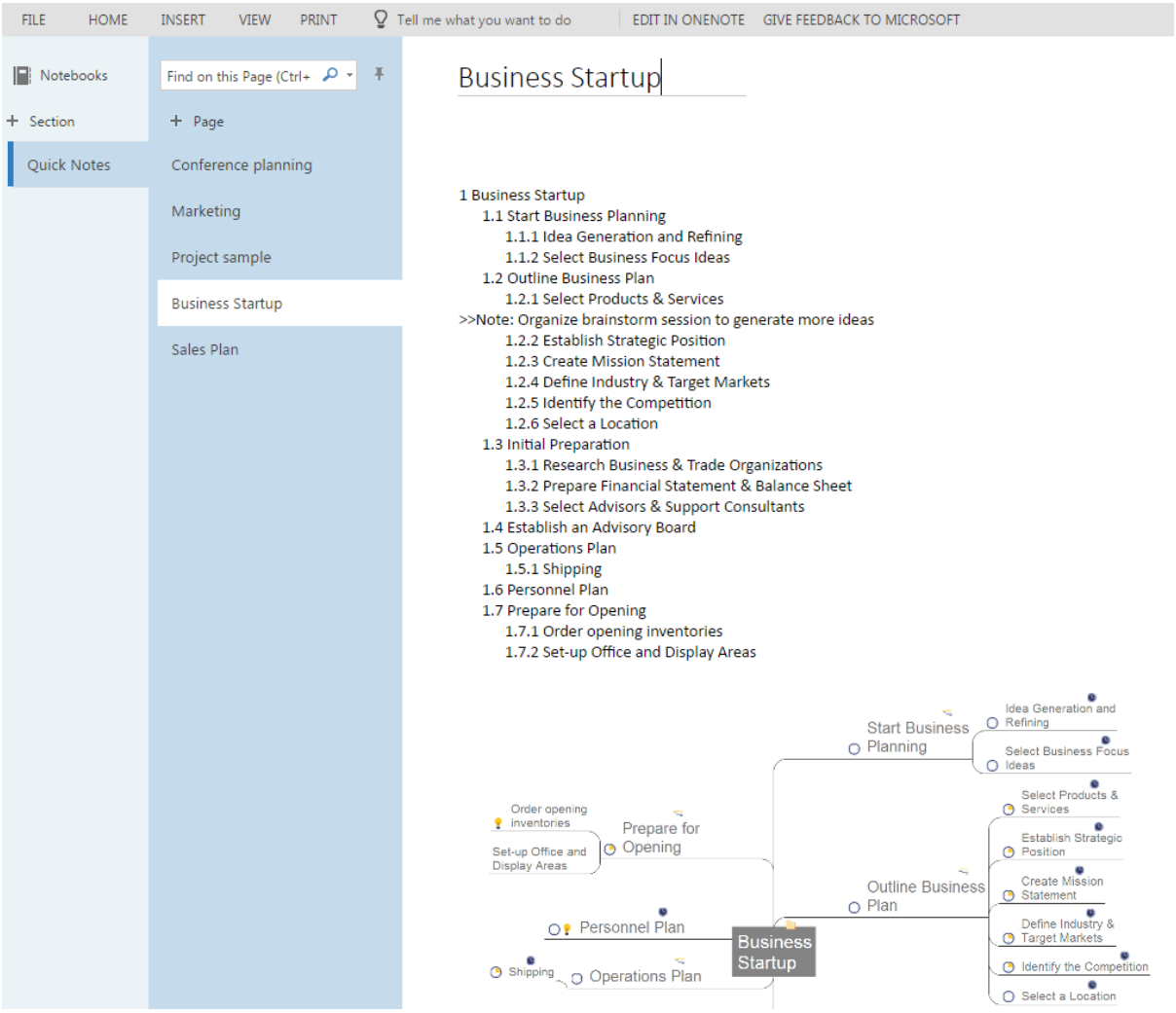
Send Map: You will have a note, containing a mind map text outline and preview image, added to your OneNote notebook.



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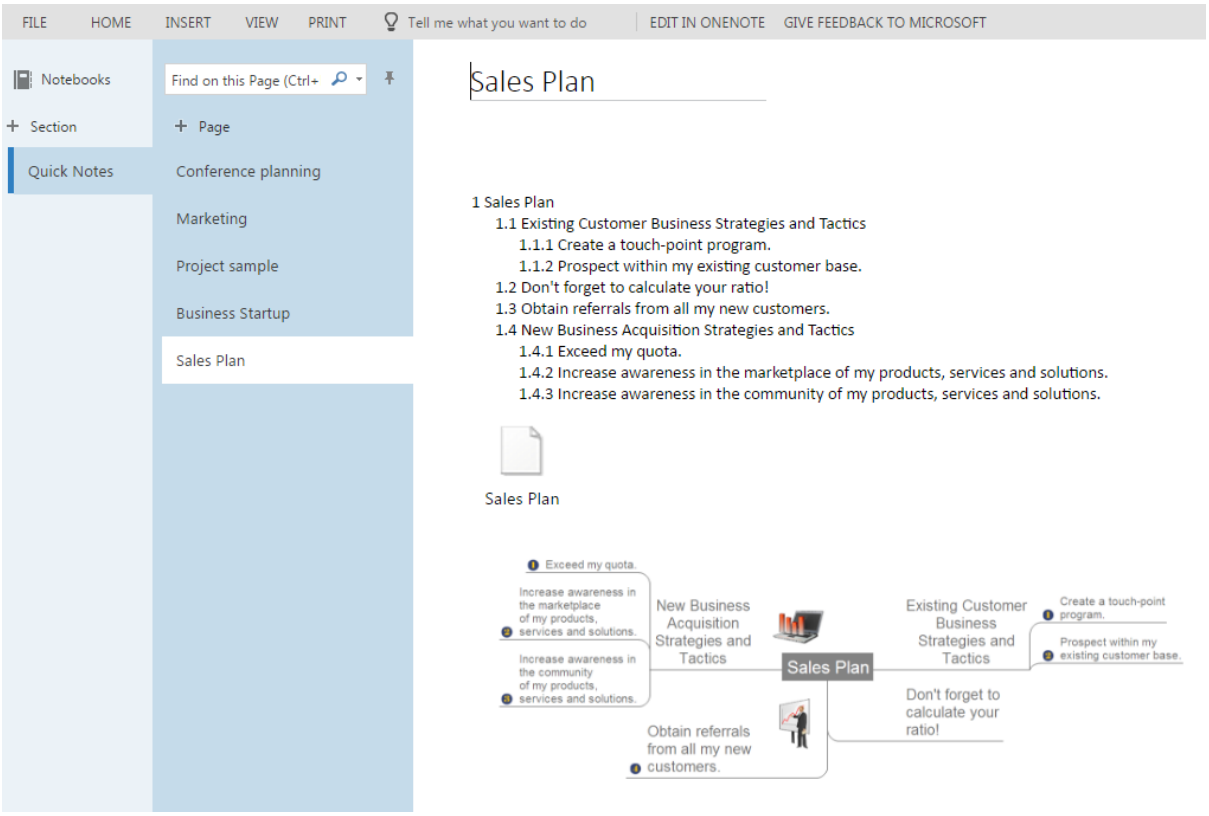
Send Document: You will have a note, containing a mind map text outline, preview image and a ready-to-download source ConceptDraw MINDMAP file (CDMZ), added to your OneNote notebook.



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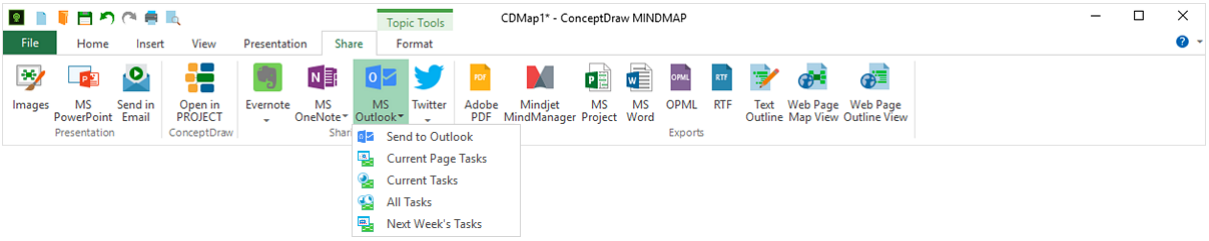
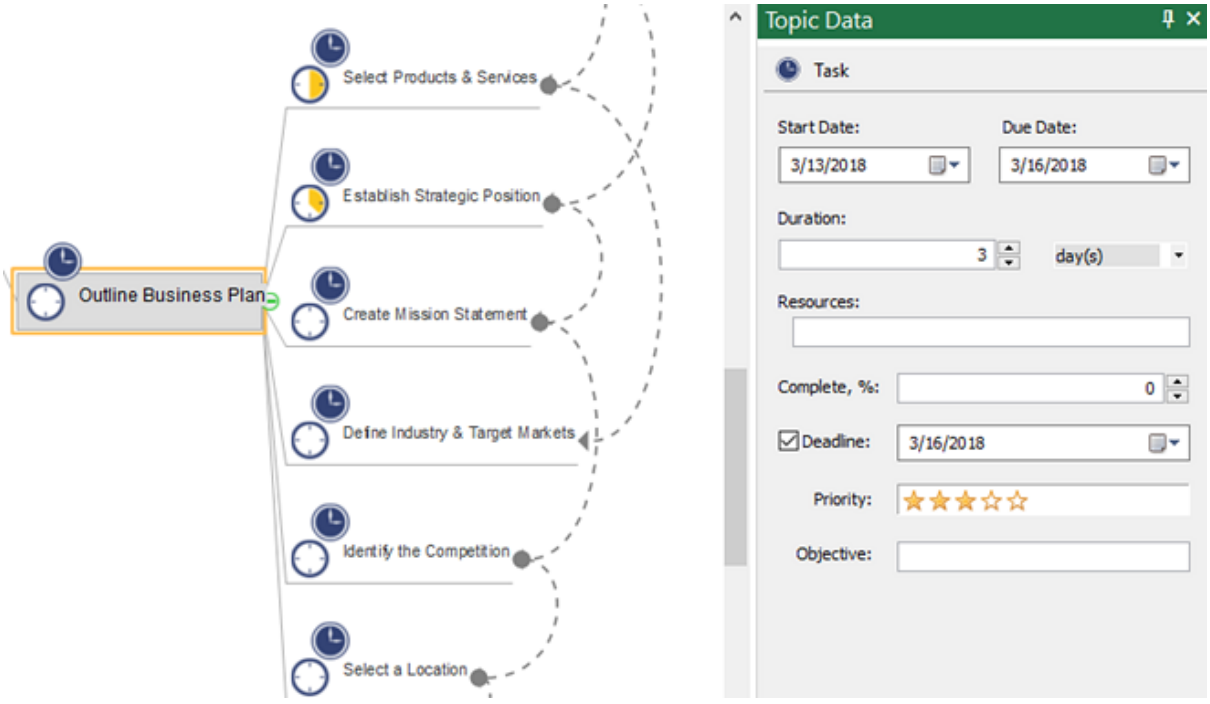
Send to MS Outlook



Integration capabilities between ConceptDraw MINDMAP and MS Outlook enable conversion of mind map topics that has Appointment, Email, or Task type into MS Outlook message or task depending on Topic Type.

Send to Outlook

Task



Selected topics of the Task type will be sent to MS Outlook as tasks.

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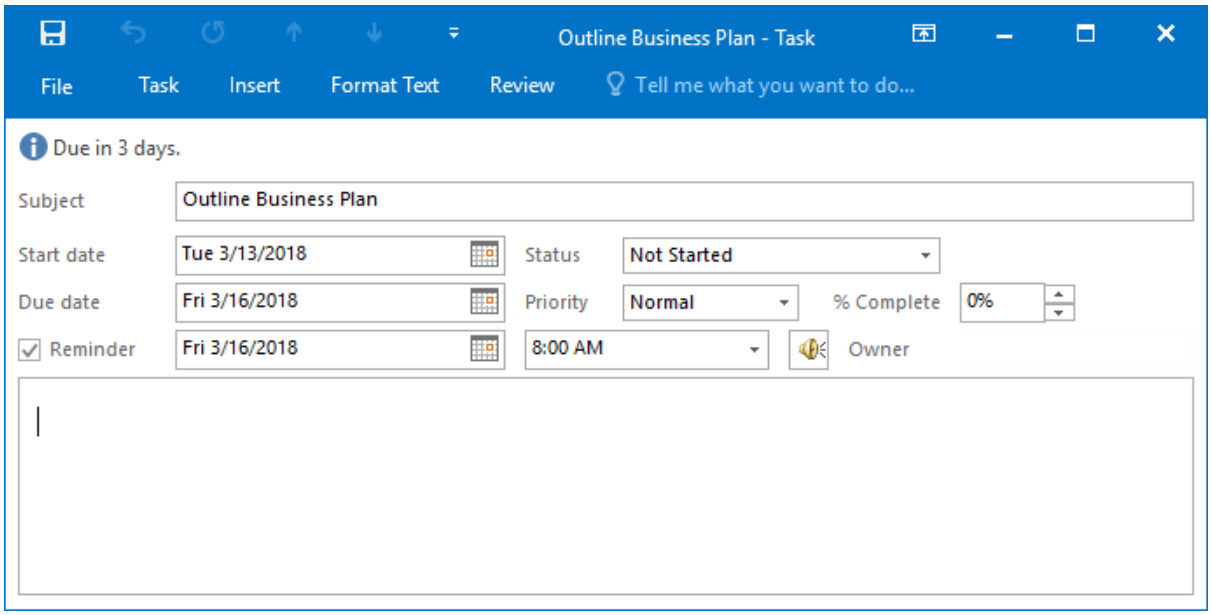
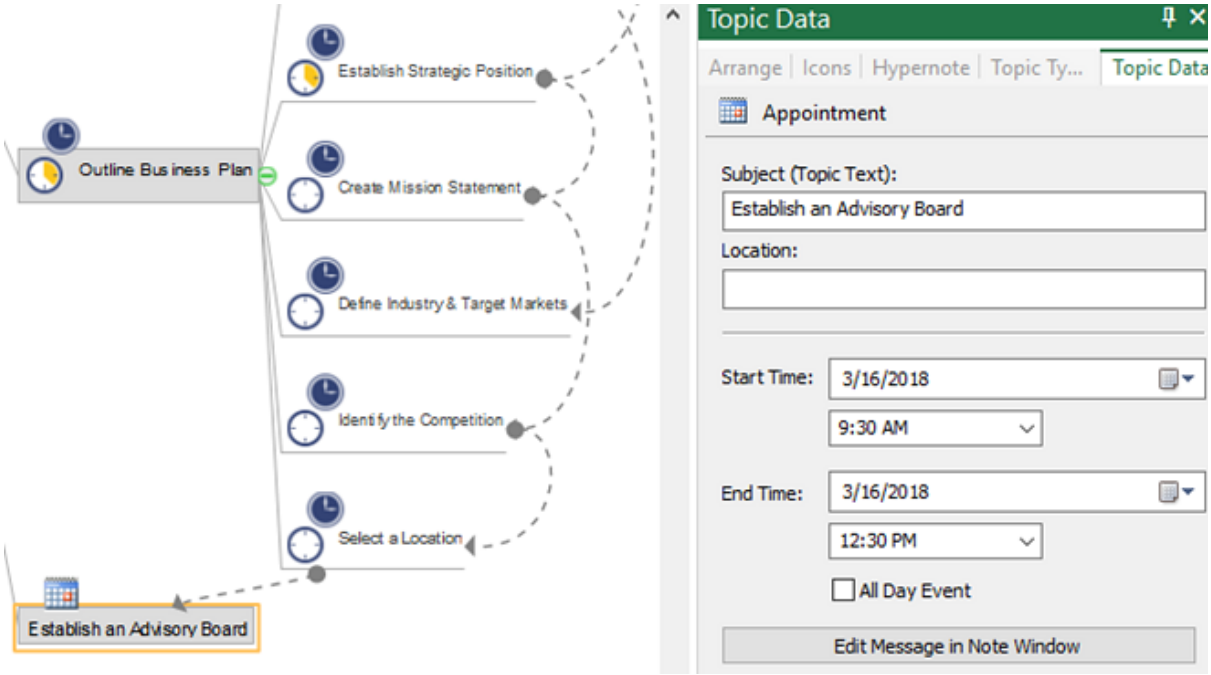


Appointment



Selected topics of the Appointment type will be converted to appointments in the MS Outlook calendar.

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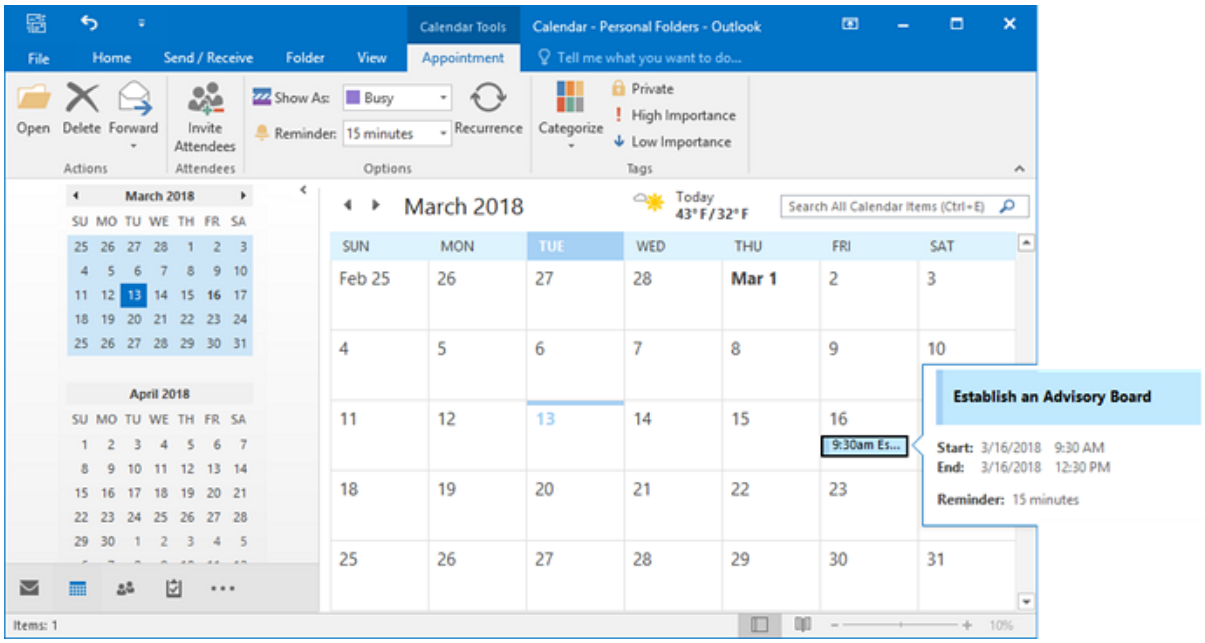
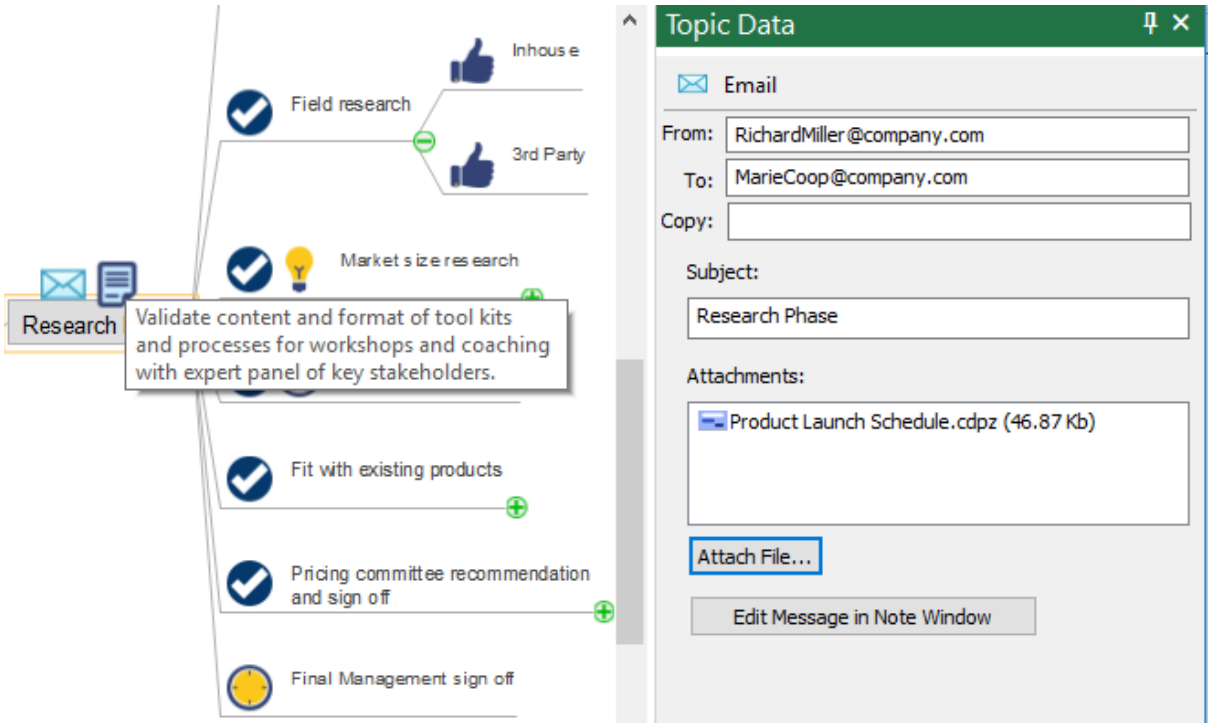


Email



Selected topics of the Email type will be converted to MS Outlook message.

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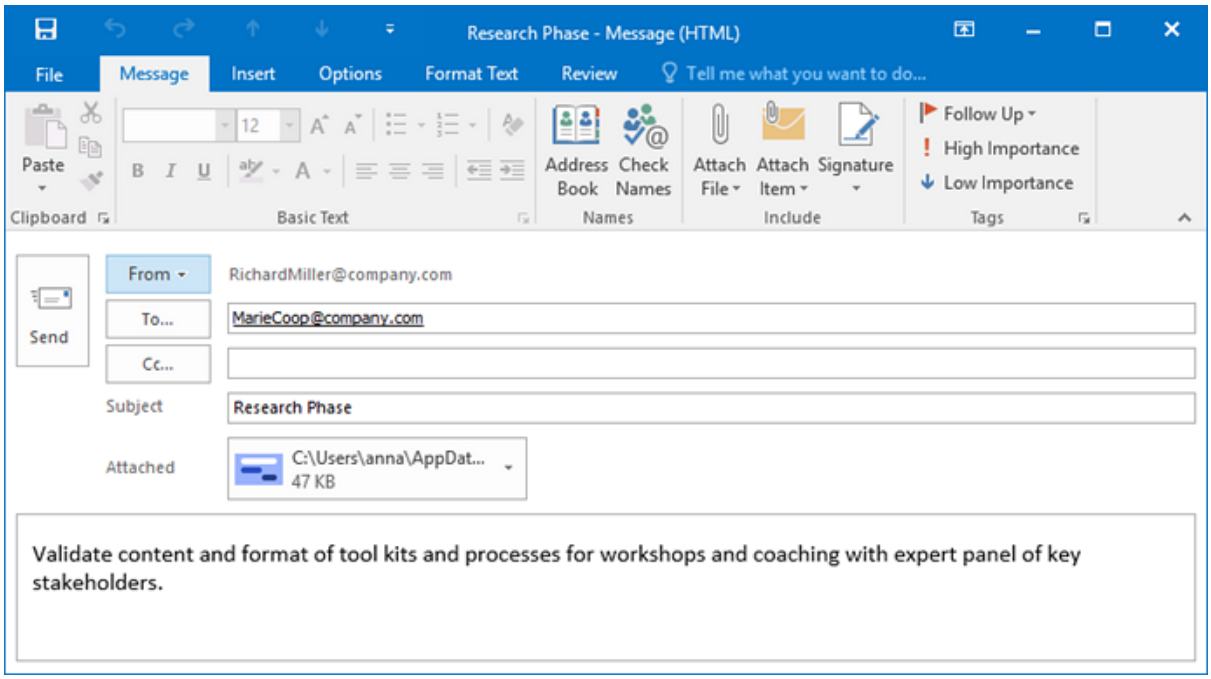
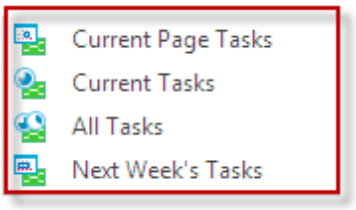


Using the following commands from the drop-down list, you can send topics of Task type to the MS Outlook To Do List. Be note, that these commands does not perform any action for the topics of e-mail type.



Current Page Tasks - The topics of the Task type in the current page of your mind map will be converted into Tasks in the Outlook To Do List

Current Tasks - The topics of the Task type in the current page having less than 100% complete will be converted into Tasks in the Outlook To Do List

All Tasks - The topics of the Task type from all pages of your multipage mind map will be converted into Tasks in the Outlook To Do List

Next Week Tasks - The topics of the Task type in the current page scheduled for next week will be converted into Tasks in the Outlook To Do List

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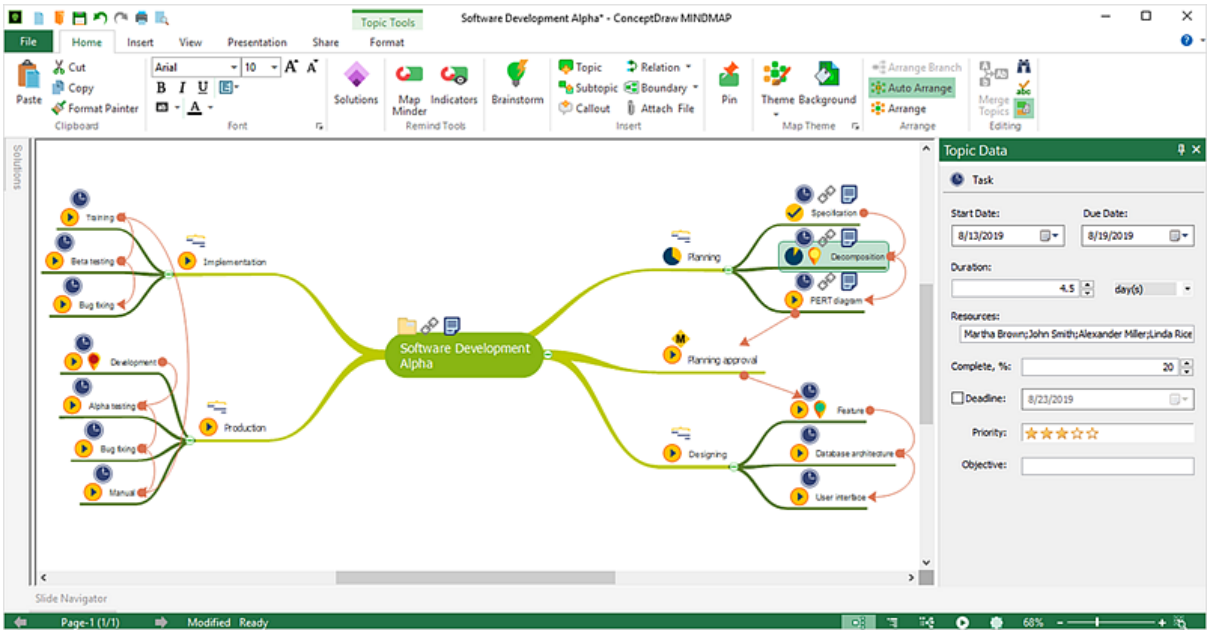
Open in Project

The compatibility between ConceptDraw products allows you to migrate your documents from MINDMAP to PROJECT and vise versa. You can generate a project schedule from your mind map. Project file will be created from topics of Project Management type, which contain all project information. Notes will be opened as Notes to topics. Multiple hyperlinks will be also preserved in the Hypernote panel.

File opened in ConceptDraw MINDMAP :



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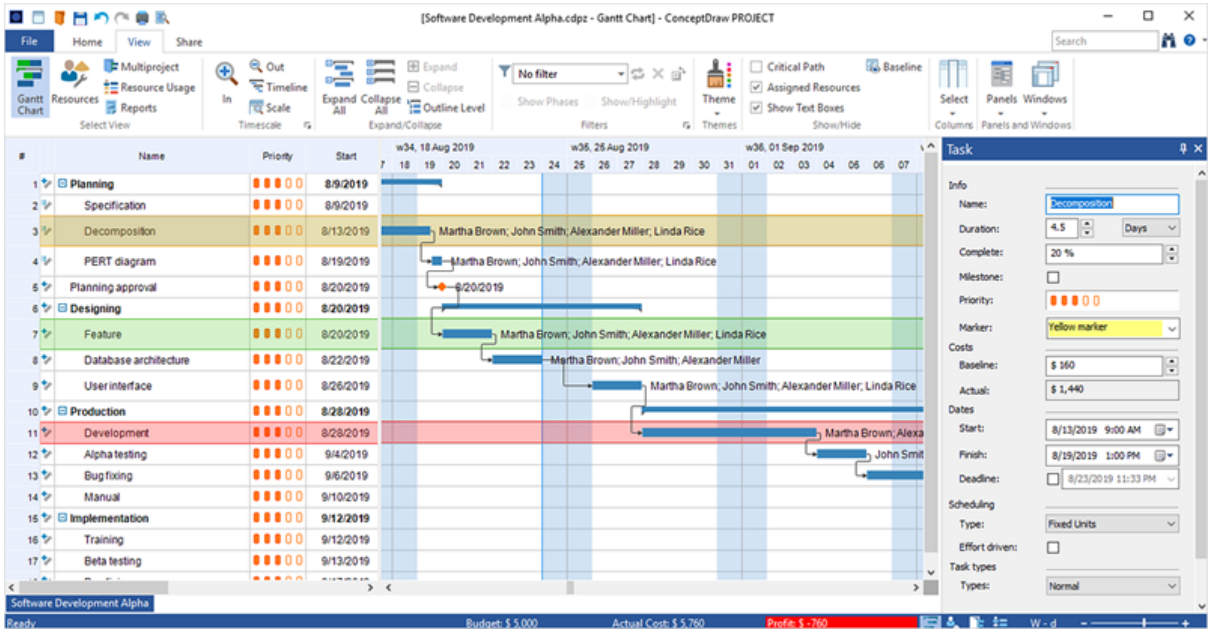
The same file opened in ConceptDraw PROJECT



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Dialogs

Map Theme Style
Color
Font
Sort Topics
Options
Margins and Spacing
Properties
Export to Power Point
Export to MS Word
Export to Images
Export to RTF
Export to Text Outline
Export to Web page
Connect with Twitter Account
Note Exchange settings

Floating Panels
- Arrange
- Graphics
- Hypernote
- Icons
- Map Minder
- Page Navigator
- Topic Types
- Topic Data
- Slide Navigator

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Map Theme Style

Can be accessed from the Home tab. Open the Map Theme Style dialog to customize the visual representation of various types of topic's selection.

Focus, Selection, Overlap and **Inner Highlight** frames
Fill Color - Change the fill color of the frame.
Fill Transparency - Change the transparency of the frame.
Stroke Color - Change the outline color of the frame.
Stroke Weight - Change the weight of the outline of the frame.

Selection Rounded Rectangle
Left Margin - Set the left margin.
Right Margin - Set the right margin.
Top Margin - Set the top margin.
Bottom Margin - Set the bottom margin.
Round Radius - Set the radius of rounded crooners
Use Left margin to define all margins - The settings of left margin will be applied to all margins.

Pictures
Expand Picture - Customize the Expand icon (+). Replace it with any picture from a file.
Collapse Picture - Customize the Collapse icon (-). Replace it with any picture from a file.

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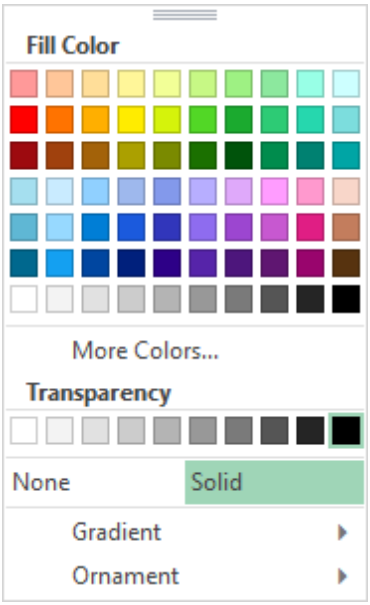
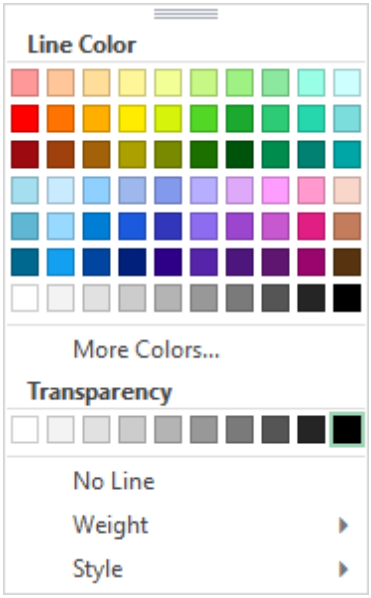
Color

Fill Color panel allows to set the fill style of topics, callouts and drawing shapes. Apply the style of the selected topic (subtopic) to the entire branch (the topic and its all-level subtopics).

The inherited style is applied only to already existing topics. In order to extend it to the newly created topics, you must reuse the button. of the above elements. You can select a fill color, gradient type and a style of a pattern. Line Color panel allows to set the style of lines for topics, callouts, relations and drawing shapes. Line Color dialog is available on the Format tabs of the above elements. You can select a color, weight and style for lines your mind map.





Colors dialog allows to set a background color. Also it can be use to set color for other mind map attributes. You can call this dialog by choosing the **More Colors on** the above color panels .

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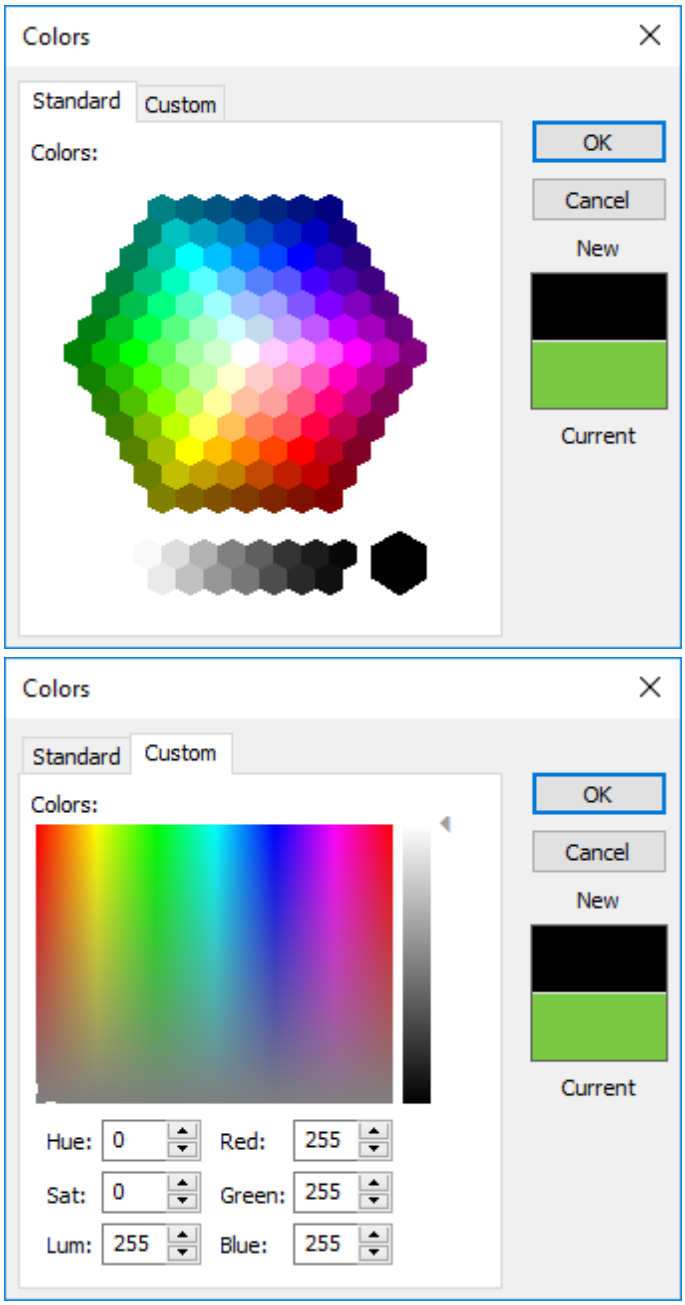

The Standard tab allows you to choose the needed color by clicking on it with the mouse. Using the Custom tab you can specify a color manually in one of the two available color schemes: RGB or CMYK. The currently chosen scheme is shown in the drop-down list:
- *RGB Scheme*
- *CMYK Scheme*

The **R(ed)**,**G(reen)**,**B(lue)** or **C(yan)**,**M(agenta)**,**Y(ellow)**,**(black)K** slide bars allow to change each component of the color scheme. ***Note***: In the *RGB Scheme* the color components may range from 0 to 255; in the *CMYK Scheme* the components are shown in percents and may range from 0 to 100. A slider allows you to add transparency to your objects in order to make them more attractive or if you want to see objects located under. Move slider to the right to increase the transparency of the object and to the left to decrease it.

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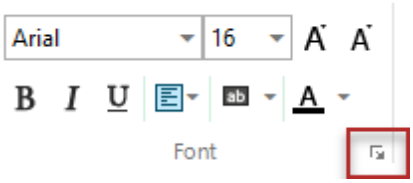
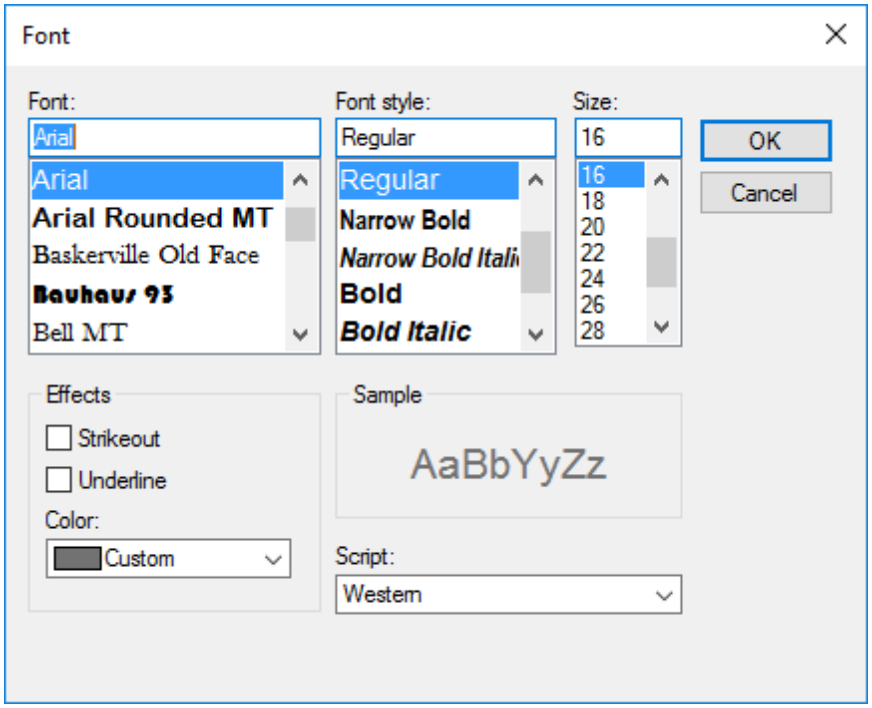
Font

To assist the user with selecting a font for an application, ConceptDraw MINDMAP provides the Font dialog box.



Use this dialog box to choose a font.



Font: Choose the name of the font. Use Control Panel to add and remove fonts from your system.
Font style: Choose the style of the font. Not all styles are available for all fonts.
Size: Choose the font size. You can specify smaller sizes than available in the list by typing the size in the edit field.
The **Effects** group box is equipped with a Strikeout check box, an Underline check box, and a Color combo box. To apply a style, click its check box. To remove a style just uncheck it. To select a color, click the arrow of the Color combo box and select a color.
The **Script** combo box allows you to specify an alphabetic category. The options are Western (the default for a US-English computer), Greek, Turkish, Central European, and Cyrillic.

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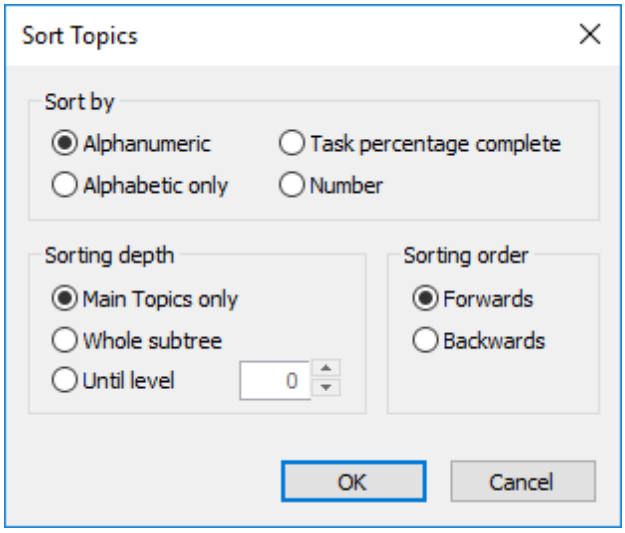
Sort Topics

ConceptDraw MINDMAP allows you to sort topics on the map by specific criteria. The **Sort Topics** dialog is used for this.



Sort by
Alphanumeric - Topics will be sorted in alphanumeric order.
Alphabetic only - Lets you sort topics in alphabetical order only.
Task percentage complete - Topics sorting according to the tasks percentage complete that is marked by symbols.
Number - Topics will be sorted according to the numeric symbols, located on them.

Sorting depth
Main Topics only - If this option is selected, only main topics will be sorted
Whole sub tree - The sorting of the whole sub tree.
Until level - Lets you sort topics until some level, that you can choose or type a custom level.

Sorting order
Forwards - Lets you sort topics forwards.
Backwards - If this option is selected, topics will be sorted backwards.

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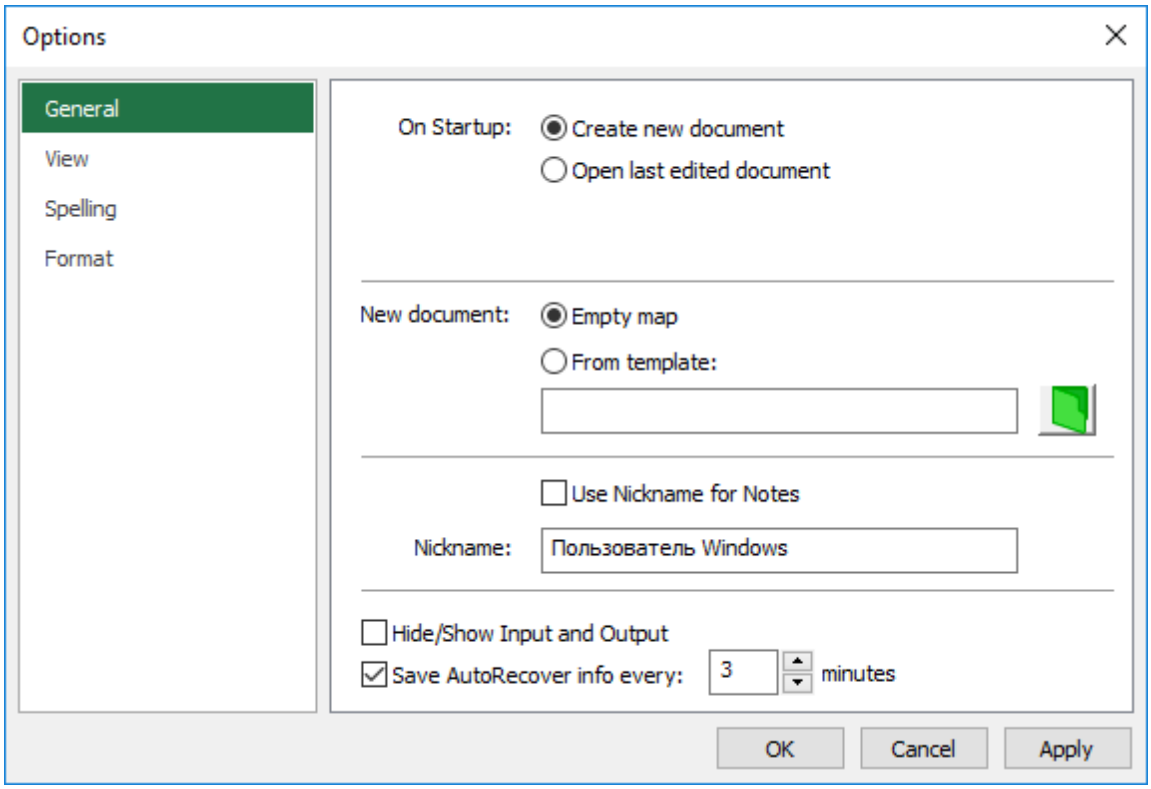
Options

Can be accessed from the File tab. Contains options preferences related to the often used settings



General

On Startup - Always start work with this operation:

- Create new document - Open the blank page
- Open last edited document - Open the last edited document

New Document - Choose the default way of your "blank page":

Empty map - Create document from the empty mind map page, which only contains the Main Idea..

From template - Create document from template.

Nickname - Display your Nickname at the Note panel.

Hide/Show Input and Output - Set the visibility of Input and Output panels

Save autoRecover info every … minutes - On/Off the Auto saving in a fixed time interval.

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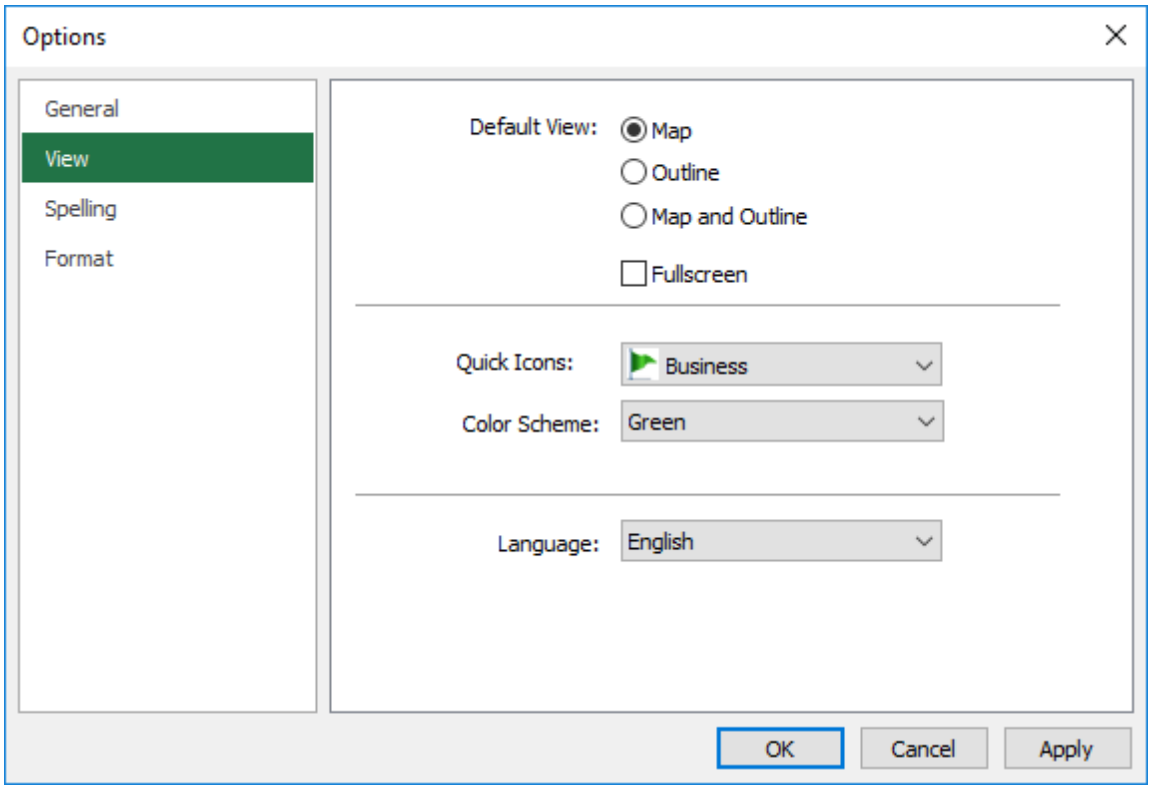

View

Default View - Change how document content is displayed by default.
Map - Display Mind Map view.
Outline - Display Outline view.
Map&Outline - Display both: mind map and Outline views.
Fullscreen - Display document in the Full Screen mode.
Quick Icons - Change the Icons library used by default .
Color Scheme - Customize the workspace color.
Language - Change the interface language user by default.

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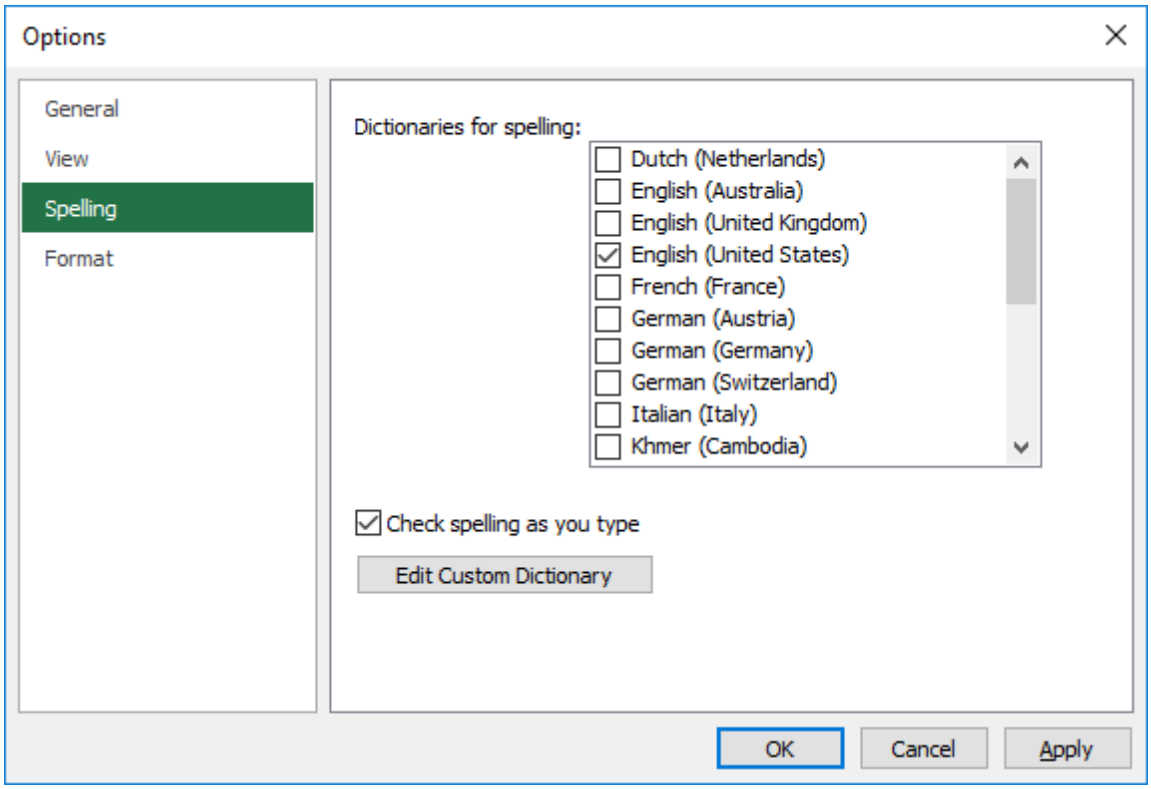

Spelling
Dictionaries for spelling - Check the languages for spelling.
Check spelling as you type - Check the spelling and grammar as you type.
Edit custom dictionary - Adding the custom specific words to a custom dictionary prevents the spelling checker from flagging them as mistakes.

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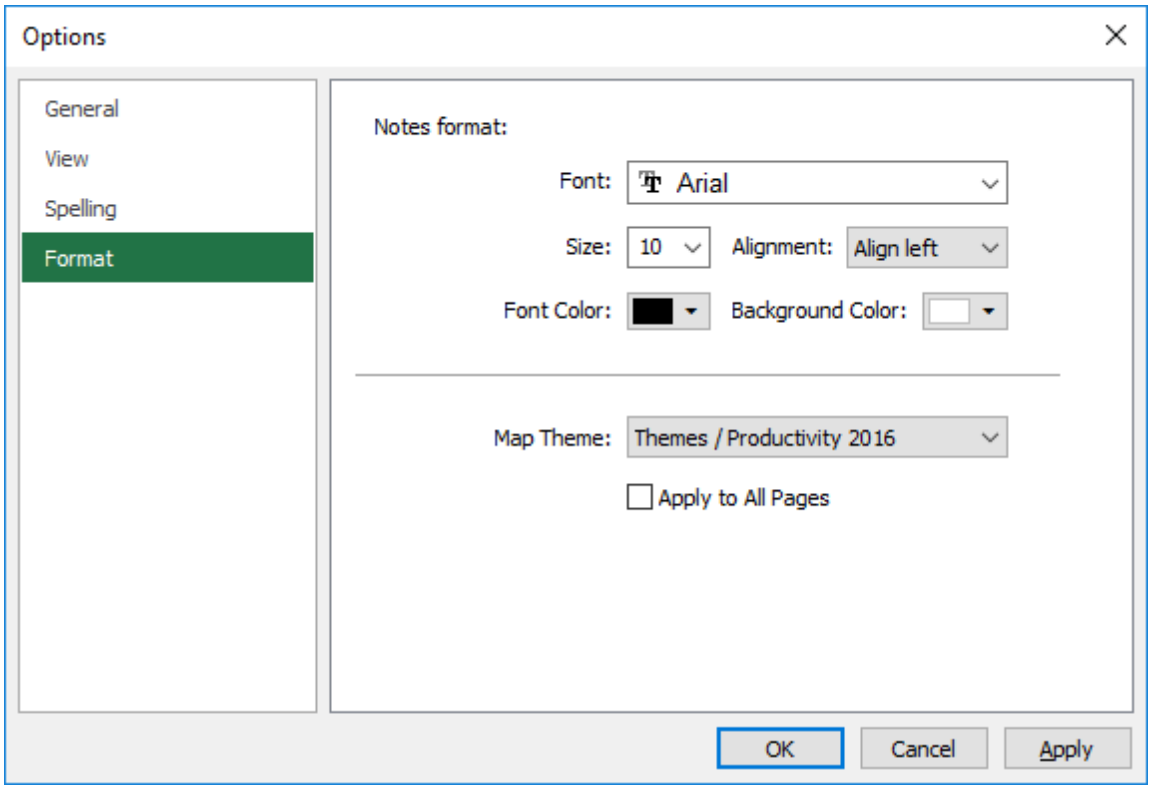

Format
Notes format - Specify the Notes formatting: set the font, size, attributes and the color of the Notes.
Map theme - Set the default map style.

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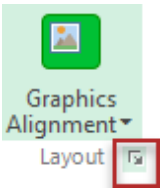
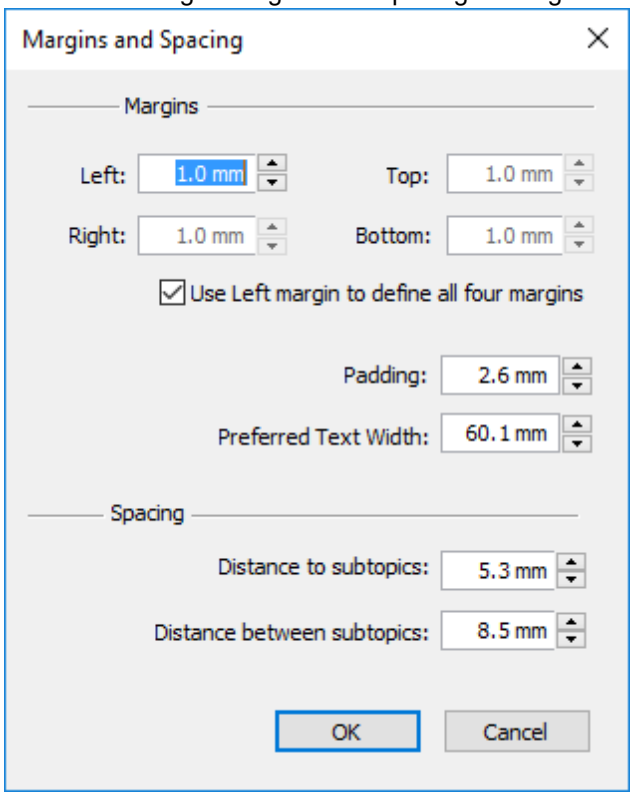
Margins and Spacing

Can be accessed from the **Layout** section of Format Topic and Formal Callouts tab.



Allows to change Margins and Spacing settings



Margins
Left Margin - Set the left margin.
Right Margin - Set the right margin.
Top Margin - Set the top margin.
Bottom Margin - Set the bottom margin.
Use Left margin to define all four margins - The settings of left margin will be applied to all margins.
Padding - Set distance between the image that was inserted into the topic and topic's text.
Preferred text width - Set the preferred width of the text within topic.

Spacing
Distance from subtopic - Set the distance between selected topic and its subtopics
Distance between - subtopics. Set the distance between subtopics of the selected topic.

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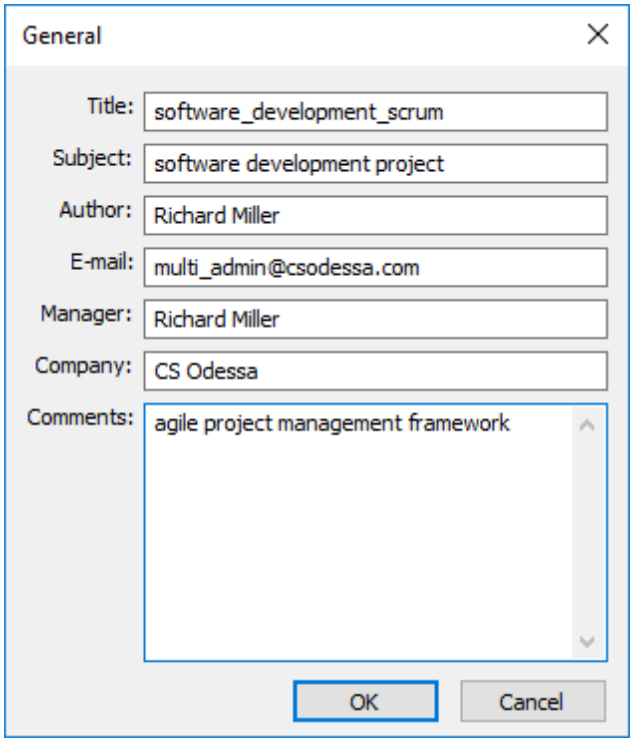
Properties

Can be accessed from the File tab. The Document Properties dialog allows you to configure some parameters that make working with the document more comfortable. It lets you set the following document properties: Title, Subject, Author, E-mail, Manager, Company, Comments.



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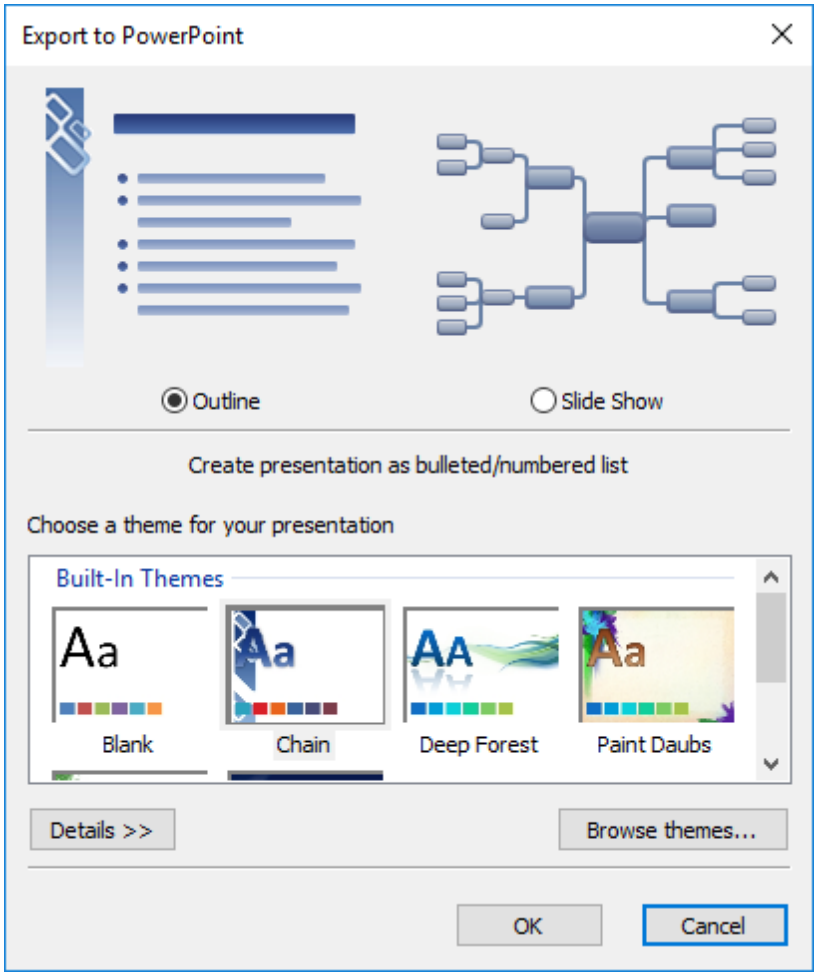
Export to MS PowerPoint

You can export ConceptDraw MINDMAP documents to the Microsoft PowerPoint .pptx file format. Slides exported to .pptx format can be opened and used on previous versions of MS PowerPoint (.ppt) , if you have downloaded the file format converter, available from Microsoft.
Depending on the Export option selected, you can export your mind map as a text Outline or as Map images.



Export Slide Show

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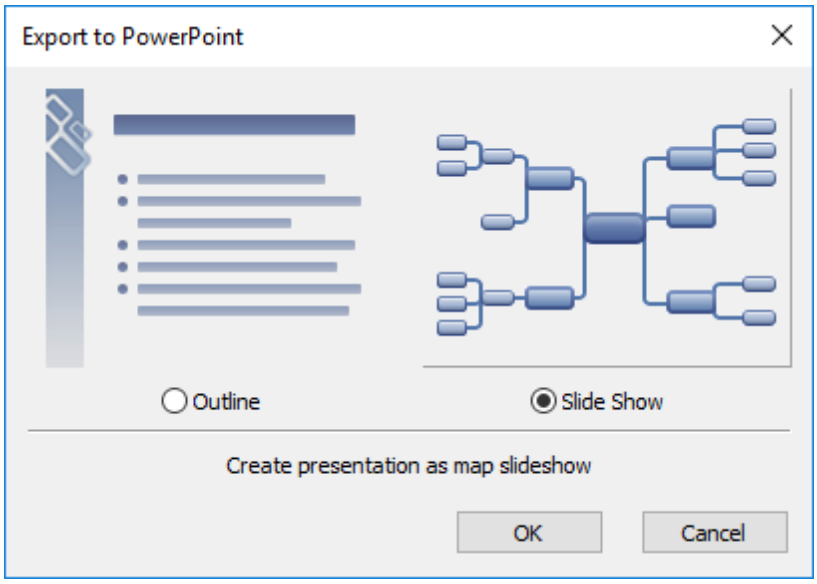

Export slide presentation for this map, using slides from Slide Navigator.
If there are no slides in Slide Navigator, default presentation will be created from first-level topics and their subtopics.

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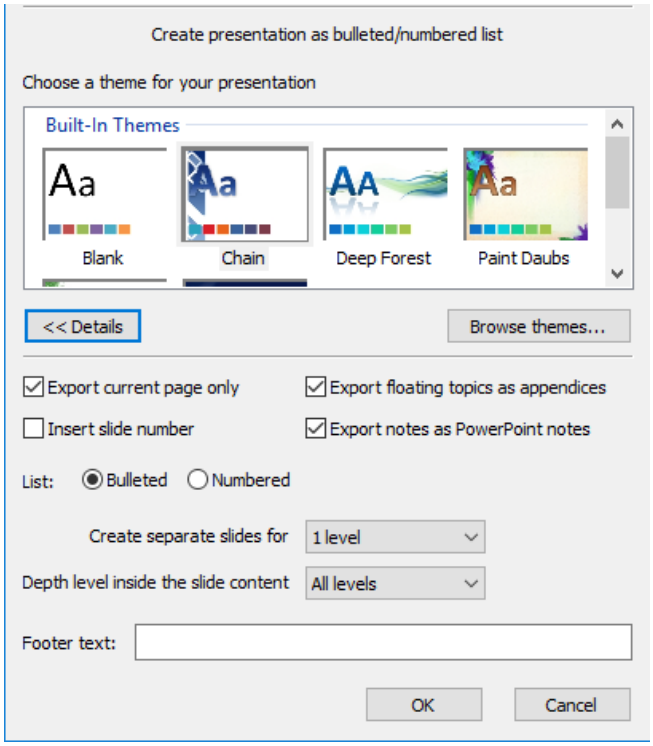
Export Outline



Outline mode exports mind map content into a slide presentation based on the parameters selected.

Theme Map
Select a theme for your presentation from the list of themes preview, or by clicking Browse themes....
Once custom themes are applied, the last five themes used are retained for easy access.

Details
Click to manually select export parameters. The Export to PowerPoint window expands.
Export current page only - Export from the current displayed page
Export floating topics as appendices - Export all floating topics from your mind map as appendices on a separate slide in within your presentation
Export notes as PowerPoint notes - Export topic text notes from your mind map as PowerPoint notes for slides
Insert slide number - Insert slide numbers on each slide
Bulleted list - Export bulled list
Numbered list - Export numbered list
Create separate slides for - Choose the number of topic levels for separate slides.
Depth level in slide content - Choose the number of subtopic levels presented on the master topic slide.

NOTE: For the example in Figure 1 and 2, the separate slides parameter is set to 1 level, and the slide content parameter is set to 2 level. The exported presentation contains a title slide and separate slides for the first level of map topics. Each generated slide has a topic name and list of associated subtopics up to two levels, as shown in the Figures 1 and 2.

Footer text -
The Footer text field enables you to enter text for inclusion in the slideshow

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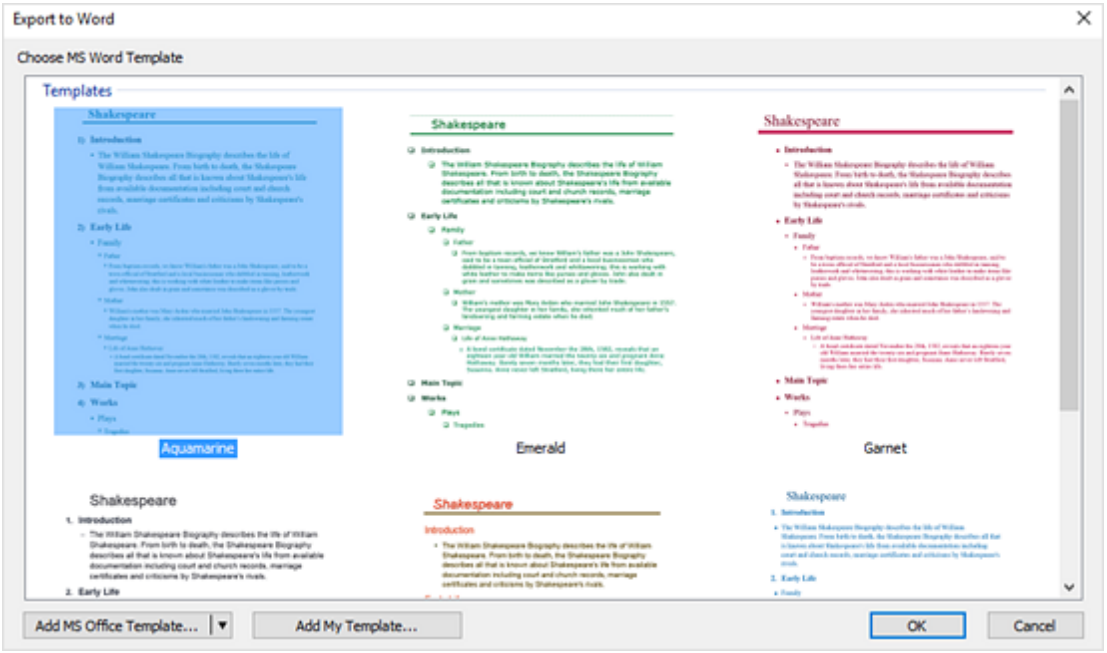
Export to MS Word

ConceptDraw MINDMAP offers several options of converting your mind maps to MS Word documents. Any mind map document can be converted to a MS Word structured document. .



Using standard or custom templates, you will get ready to use formatted text. This method allows stylizing the resulting document by using a custom formatting.

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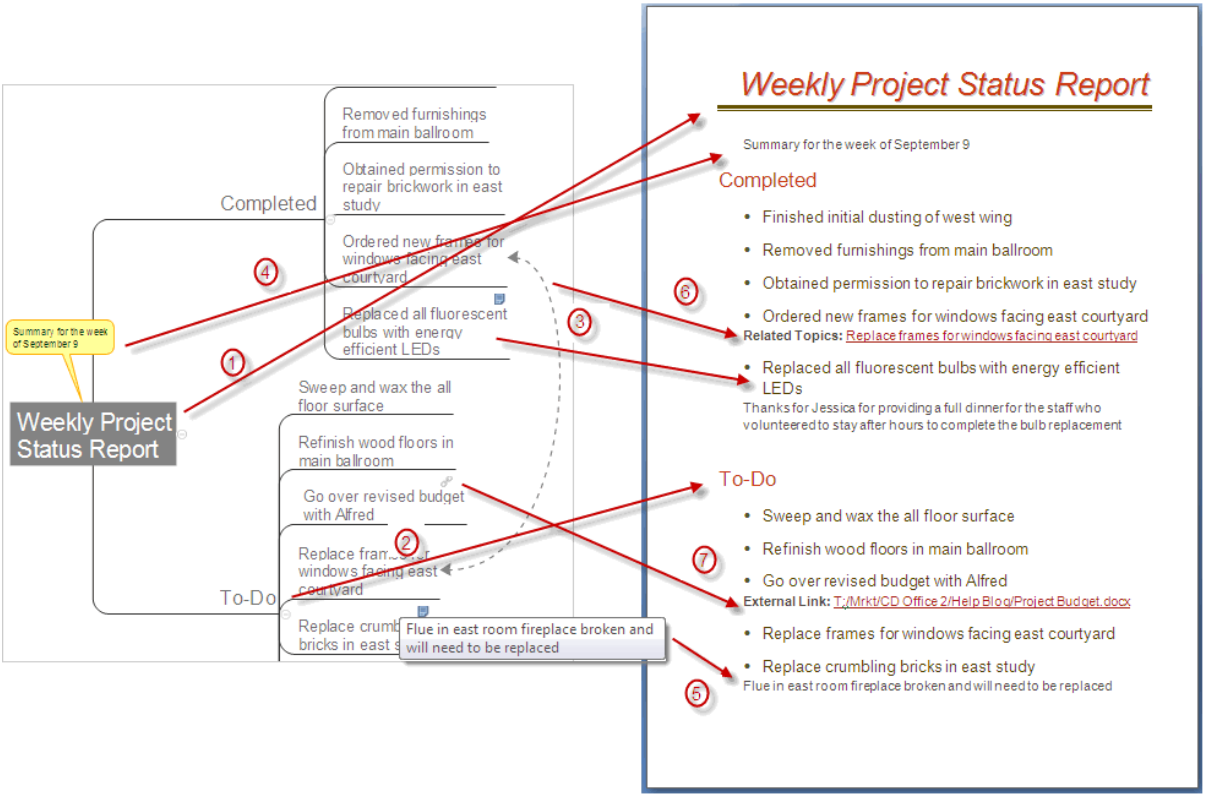
Mind Map structure is transformed into the structure of the MS Word document in accordance with the MS Word Template styles.

	ConceptDraw MINDMAP	MS Word Template style
1	Main Idea	Title
2	Main Topic	Heading 1
3	Subtopics of different levels	Heading 2 and higher (depending on the level)
4	Callout	Emphasis style paragraph, located below the topic
5	Text note	Normal style paragraph, located below the topic
6	Relations between topics	Normal style paragraph contains reference to related topic
7	Hyperlink	Normal style paragraph contains hyperlink



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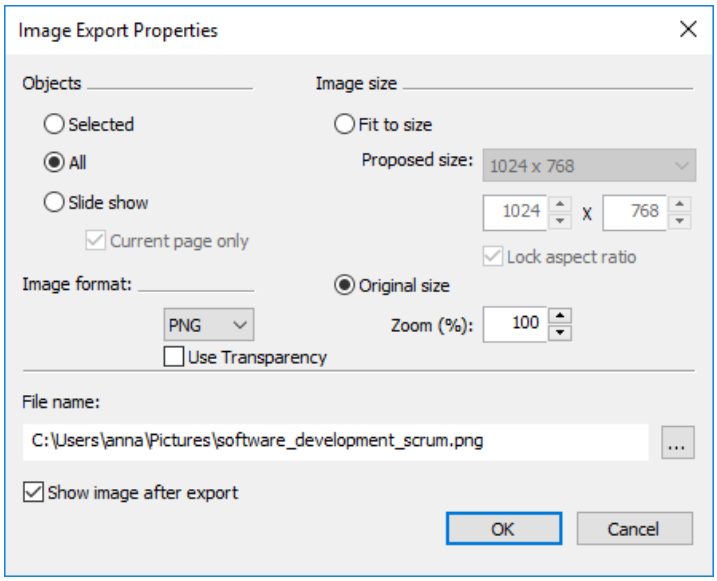
Export to Images

ConceptDraw MINDMAP allows you to save the whole map or its part in different graphic formats. This lets you illustrate your text documents with clear charts and schemes, and use ConceptDraw MINDMAP graphics in other applications



Objects

In the Objects section, you can specify which objects will be exported in the graphic file

Selected - Export only the selected objects from the active page.

All - Export all the objects on the current page if there is checked the option Current page only, or all the objects of all the document pages if option is unchecked

Slide show - Export Images Slides for this map, using slides from Slide Navigator.

If there are no slides in Slide Navigator, default Slide Show will be created for export from the first-level topics and their subtopics.

Image Size - In the Image Size section, you can choose one of the two options

Fit to Size - The image fits in the size specified by the user (in pixels). You can choose one of the offered variants from the drop-down list. The Screen variant allows to export the image which dimensions will be coincide with current screen dimensions.

Lock aspect - When the one of the picture parameters was changed, the option Lock aspect ratio allows automatically change the value of the other parameter to lock the proportion accordingly the primary map dimensions.

Original Size - allows to export the image at its current zoom level. By default, the value of the export zoom coincide with zoom of the document. You can change this value into any desired.

Format

In the Format section you can choose one of the following graphic formats: BMP, JPG, GIF, TIFF or PNG. When choosing PNG format, you can check the Use Transparency option to obtain the fully transparent image background.

File name (Folder name)

The File name (Folder name) field lets you set the name of the exporting image or if you export more than one image, It's possible to open the image or the folder with images automatically after export. For this you need check accordingly the Show image after export or Open folder with images option.

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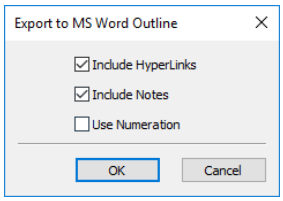
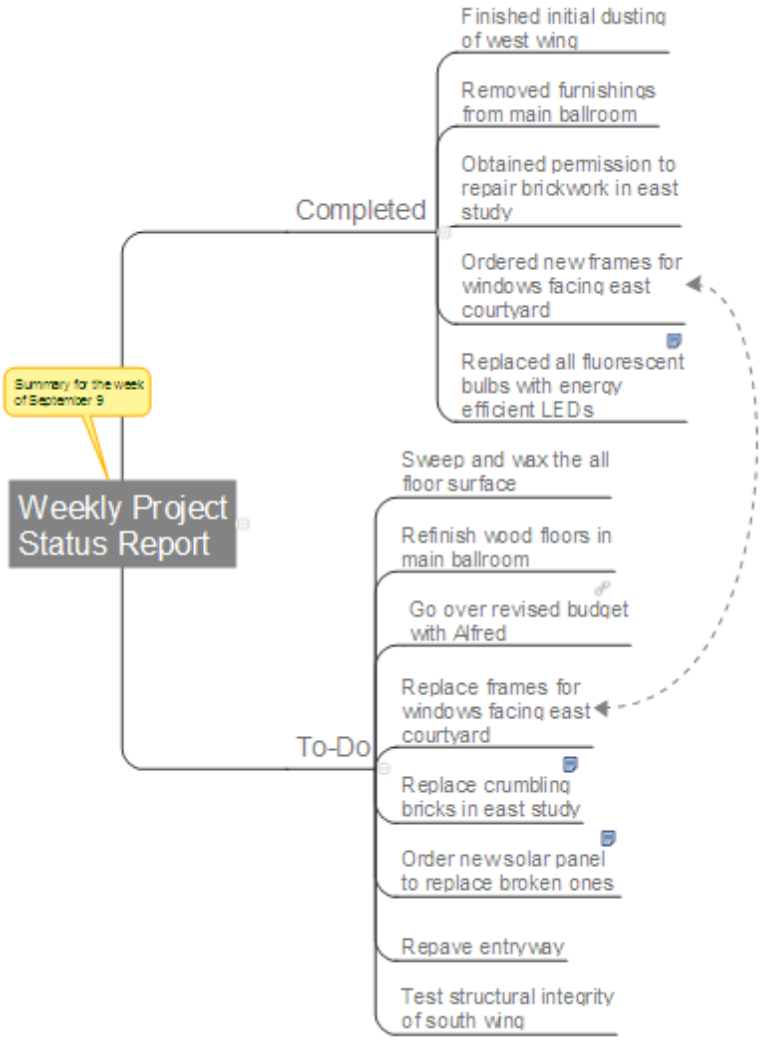
Export to RTF

You can save ConceptDraw MINDMAP file (cdmz) as MS Word Outline in a Rich Text Format (rtf).



Include Hyperlinks - Allows to include the existing links to the document.
Use Numeration - Allows to use the numeration of the pages in the document
Include Notes - Allows enabling pop-up prompts.



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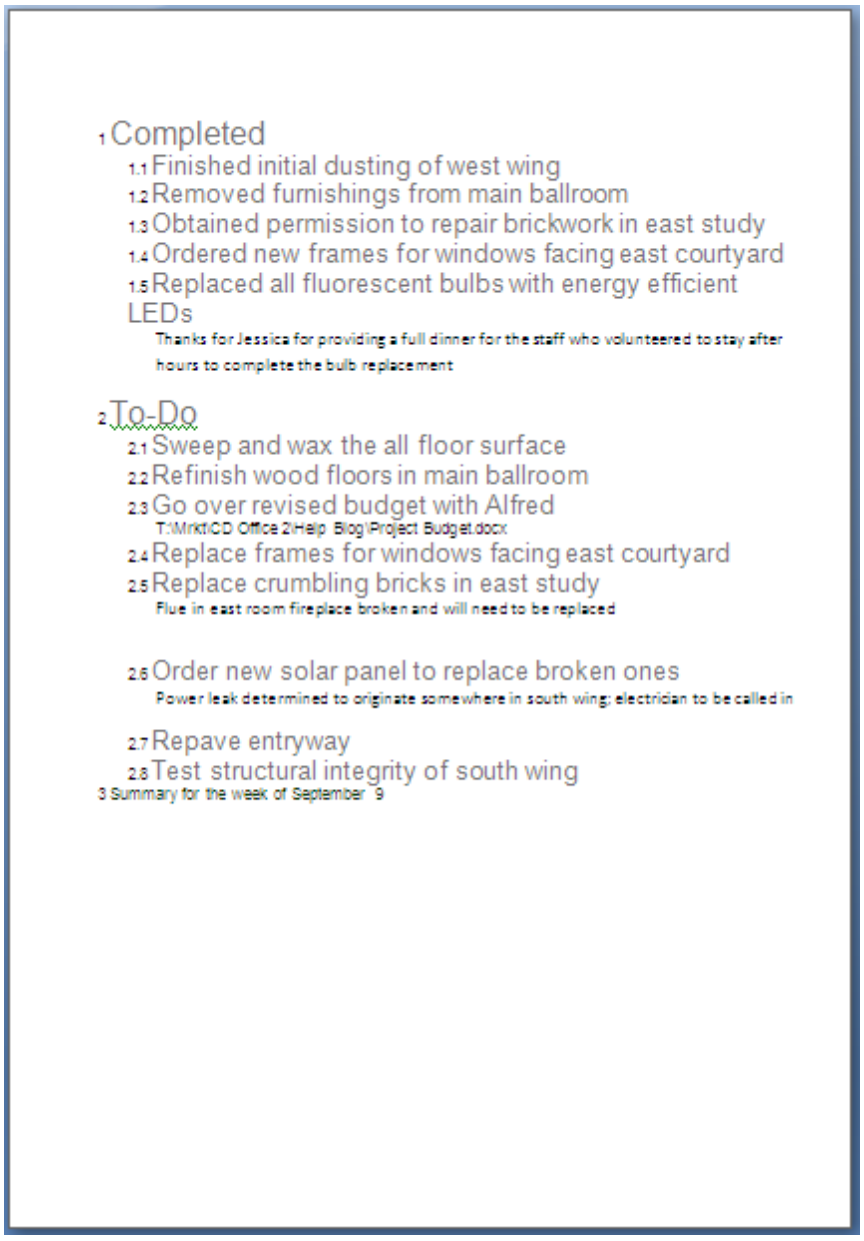

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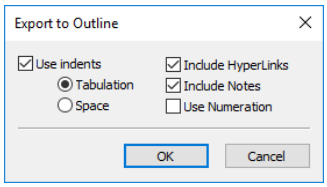
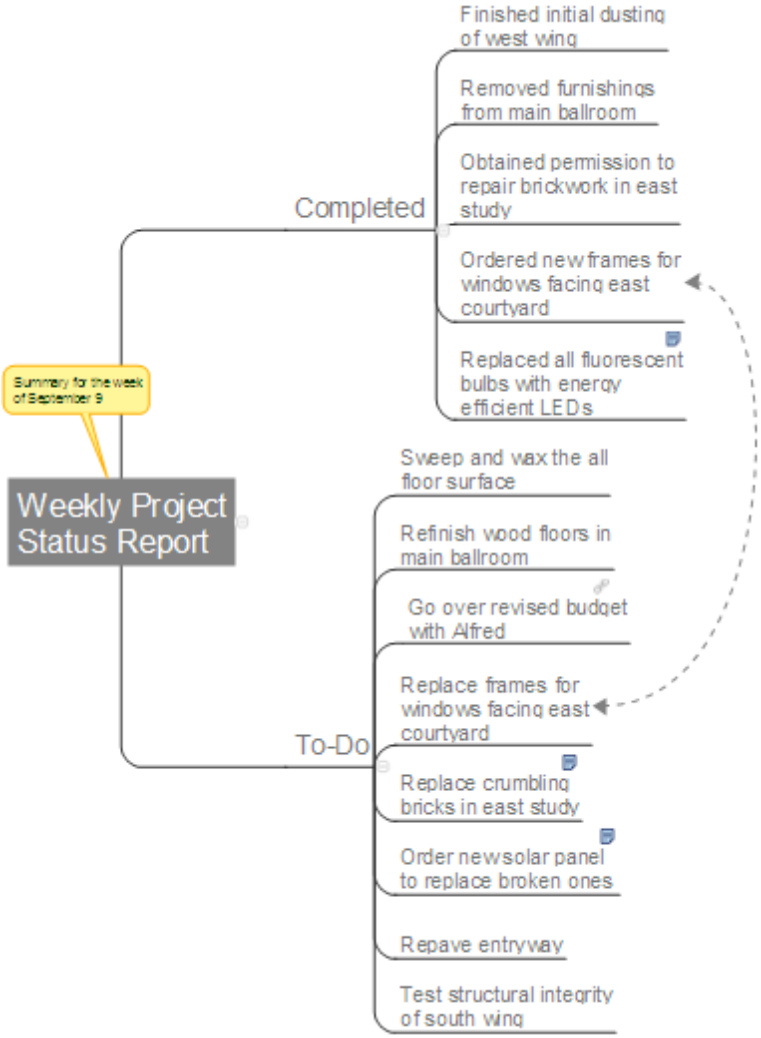
Export to Text Outline

ConceptDraw MINDMAP lets you save the currently opened mind map in textual form - as Outline Data. You can save ConceptDraw MINDMAP file (cdmz) as txt file type.



Use indents - This section lets you check whether to use indents in the list of topics. Indents display the structure of the map and show the hierarchy of topics. When this option is on, you can set the type of indents .
Tabulation - Displays topics' hierarchy by tabulation.
Space - Displays topics' hierarchy by spacing.
Include Hyperlinks - Shows the hyperlinks as a text.
Include Notes - Shows the Notes.
Use Numeration - Displays topics' hierarchy by numeration.



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1 Weekly Project Status Report
1.1 Completed
1.1.1 Finished initial dusting of west wing
1.1.2 Removed furnishings from main ballroom
1.1.3 Obtained permission to repair brickwork in east study
1.1.4 Ordered new frames for windows facing east courtyard
1.1.5 Replaced all fluorescent bulbs with energy efficient LEDs
>>Note: Thanks for Jessica for providing a full dinner for the staff who volunteered to stay after hours to complete the bulb replacement
1.2 To-Do
1.2.1 Sweep and wax the all floor surface
1.2.2 Refinish wood floors in main ballroom
1.2.3 Go over revised budget with Alfred
>>Link: T:\Mrkt\CD Office 2\Help Blog\Project Budget.docx
1.2.4 Replace frames for windows facing east courtyard
1.2.5 Replace crumbling bricks in east study
>>Note: Flue in east room fireplace broken and will need to be replaced
1.2.6 Order new solar panel to replace broken ones
>>Note: Power leak determined to originate somewhere in south wing; electrician to be called in
1.2.7 Repave entryway
1.2.8 Test structural integrity of south wing
1.3 Summary for the week of September 9

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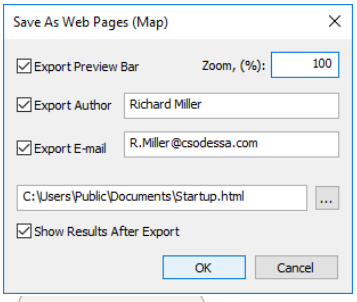
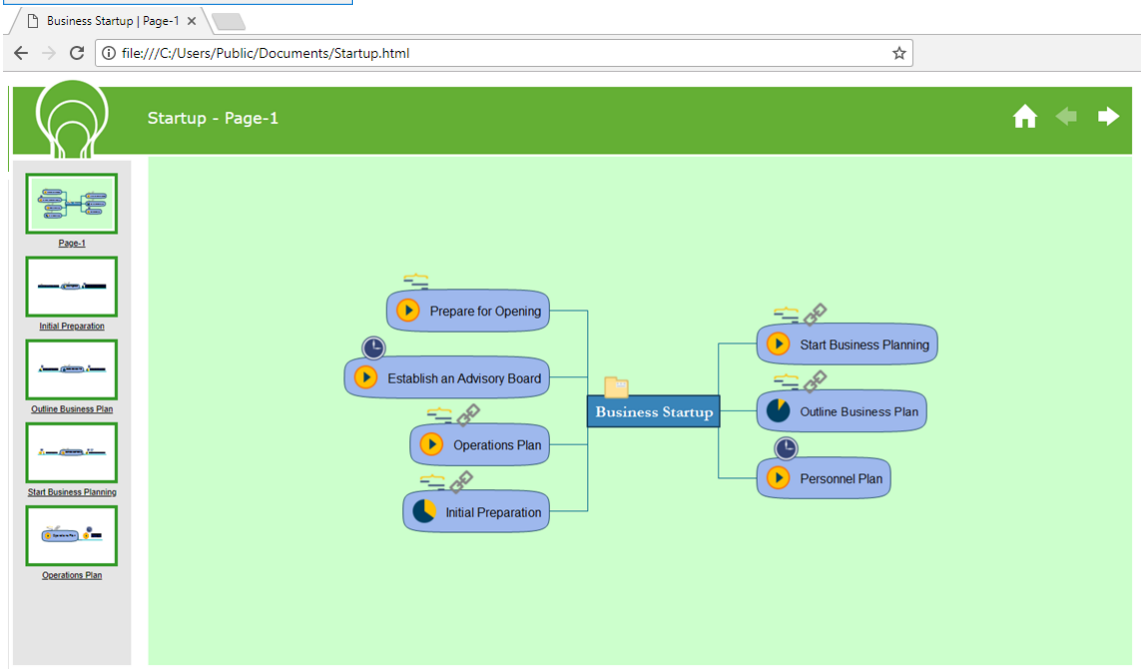
Export as Web page

Save the ConceptDraw MINDMAP cdmz file in html format as a mind map



Export Preview Bar - Show all pages preview at the Preview bar on the left of Web page.
Pages preview are linked to the corresponding pages.
Export Author - Insert the name author into Web document.
Export E-mail - Insert the link to email into Web document.
Zoom, (%) - change zoom of the map.
Choosing location button - Choose the location to save Web page.



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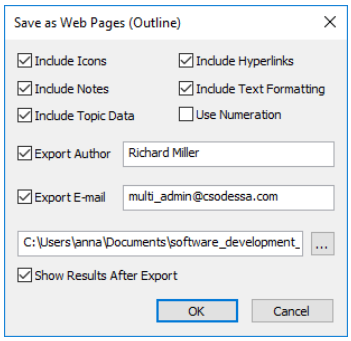
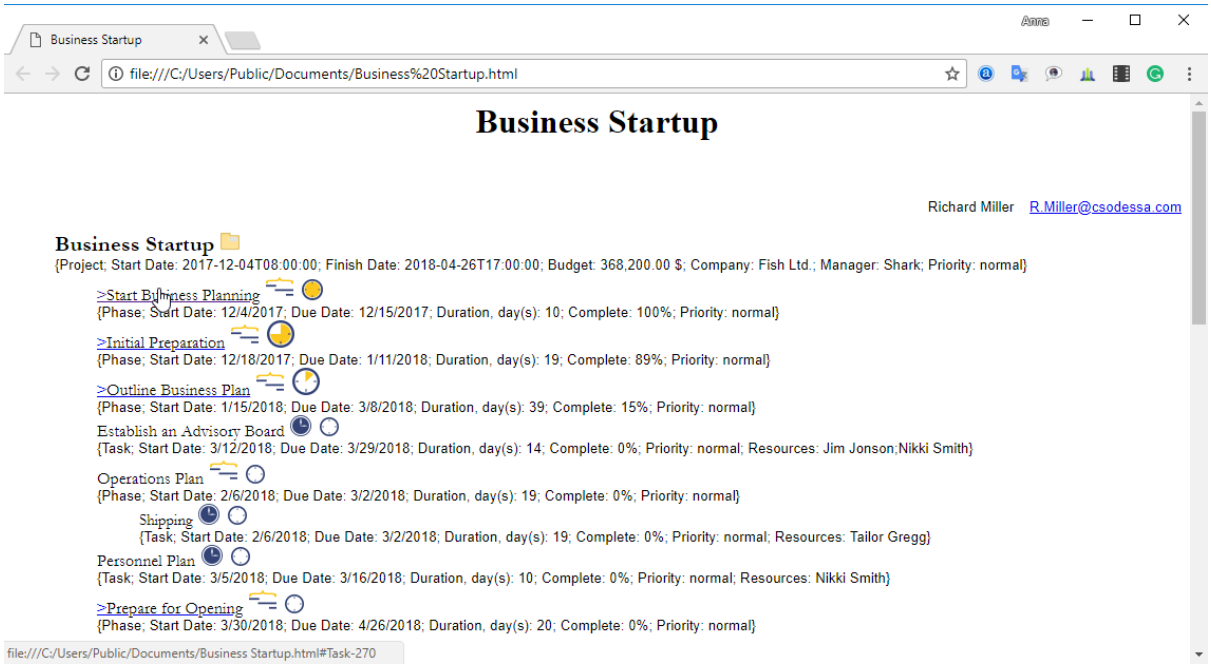
Save the ConceptDraw MINDMAP cdmz file in html format as an outline



Include Icons - Show Icons
Include Notes - Show Notes
Include Topic Data - Show Topic Data
Include Hyperlinks - Show active hyperlinks
Include Text Formatting - Preserve the initial text formatting
Use Numeration - Export as numerated outline
Export Author - Insert the name author into Web document
Export E-mail - Insert the link to email into Web document
Choosing location button - Choose the location to save Web page



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Connect with Twitter Account

ConceptDraw MINDMAP allows you to post topic content into your Twitter account.
When posting your first Tweet from ConceptDraw MINDMAP you need to connect application with your Twitter account.

- Press "Sign In" at the context menu of Tweet Topic button
- Follow the steps, given in the dialog.
- Copy the PIN code , you have been provided on Twitter Authorization page.
- Press "OK".

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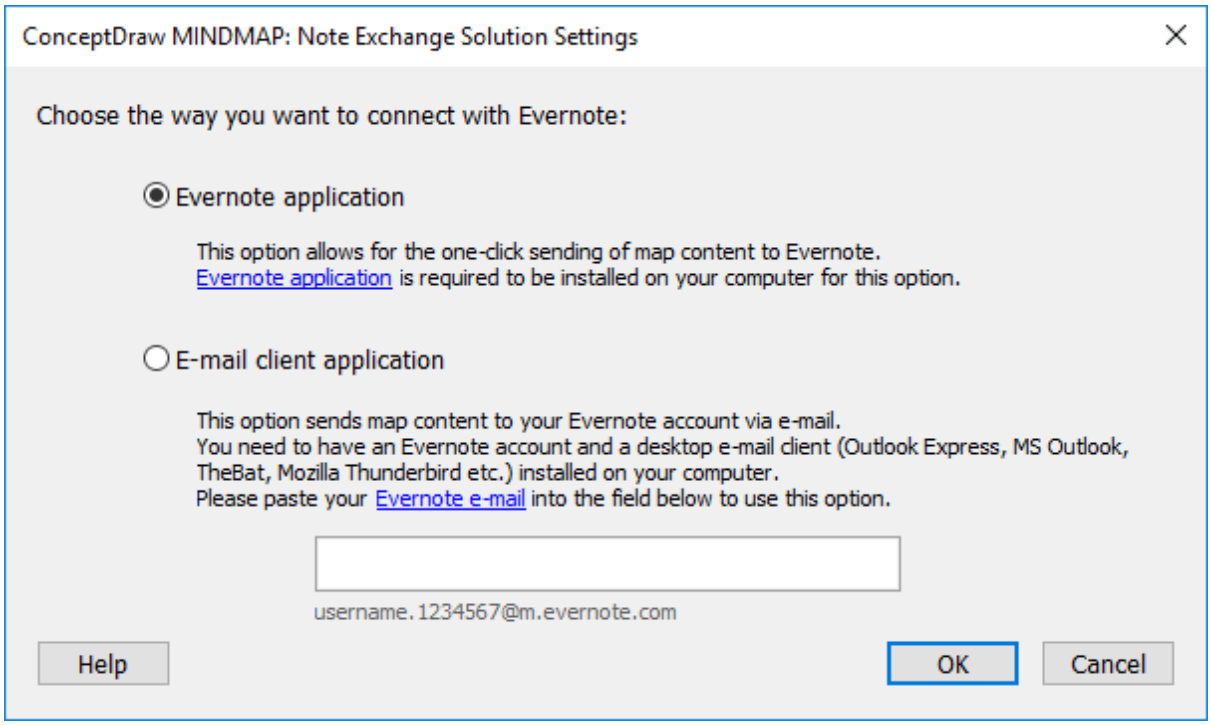
Note Exchange Settings

Opens Note Exchange Solution Settings Dialog.

Manage connection between ConceptDraw MINDMAP and Evernote account using your the Evernote local client or your Evernote email address



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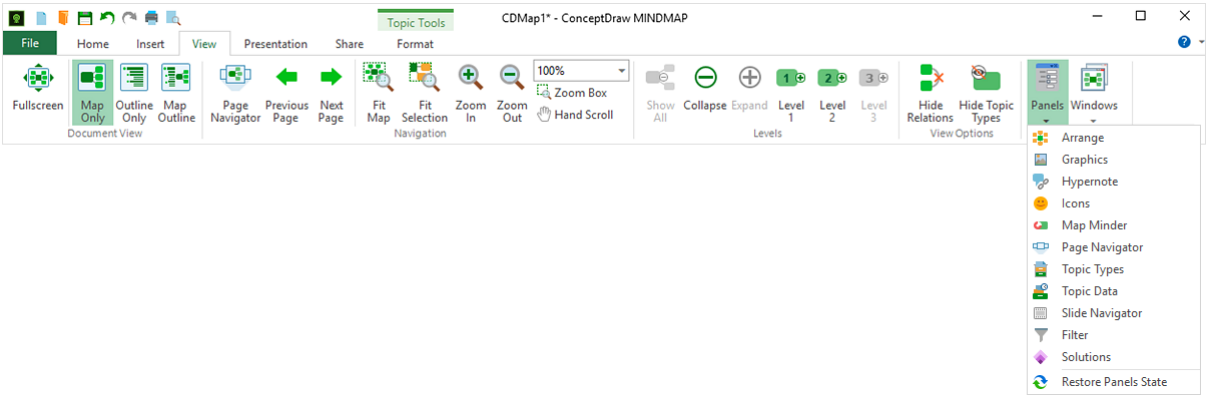
Floating Panels



Some tools and features in ConceptDraw MINDMAP are accessible from the floating panels. Floating panels can be accessed from the drop down list of the Panels button on the View tab.

Floating Panels
- Arrange
- Graphics
- Hypernote
- Icons
- Map Minder
- Page Navigator
- Topic Types
- Topic Data
- Slide Navigator
- Filter
- Solutions

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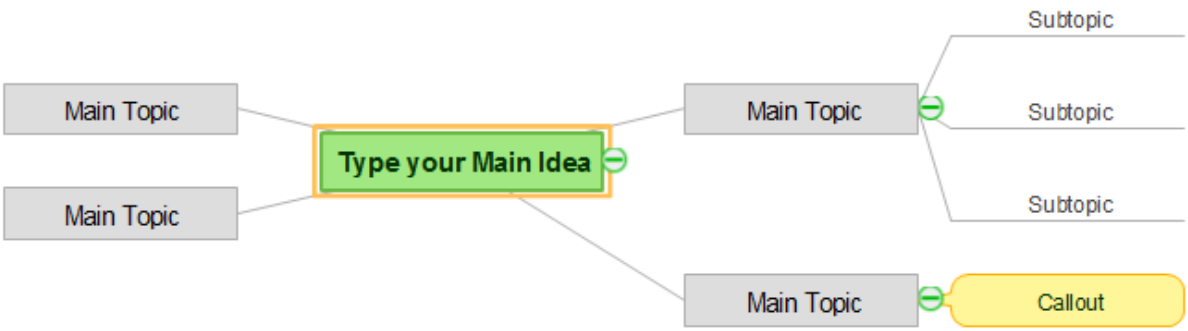
Arrange Panel

The options for map arrangement. It is used to arrange topics, drawings, images and boundaries quickly. You can access the panel using the following ways:

- You can activate the Arrange panel using the the Arrange button on the Home tab;
- By selecting the Arrange panel from the drop-down list of the **Panels** button on the View tab;
- By clicking in the Arrange tab on the application's frame.

The panel view differs for mind map topics and inserted objects.
The default arrangement of mind map topics is **Radial**.



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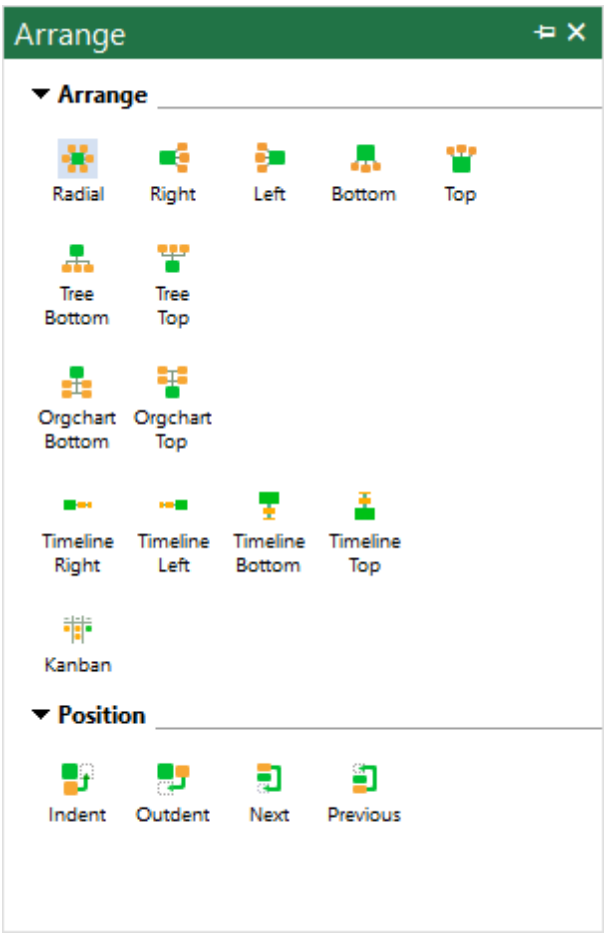

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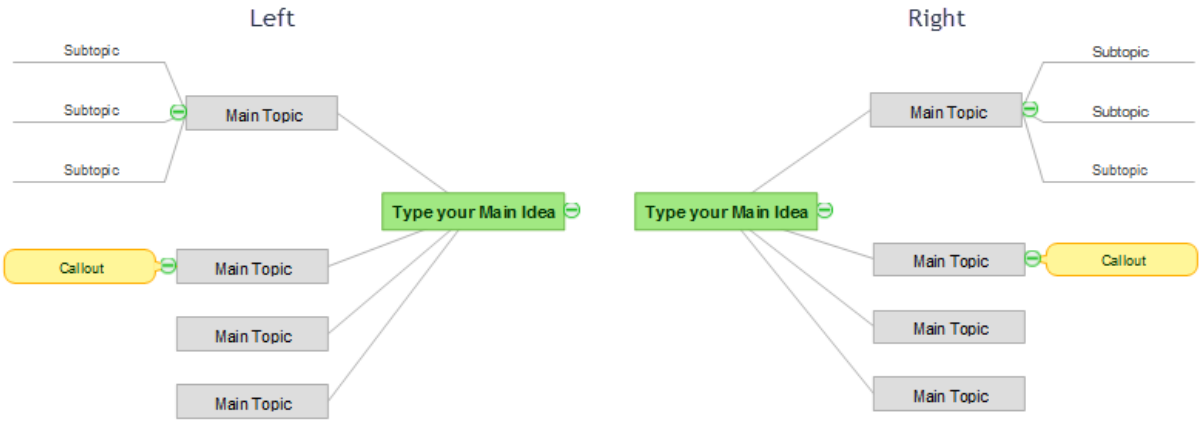
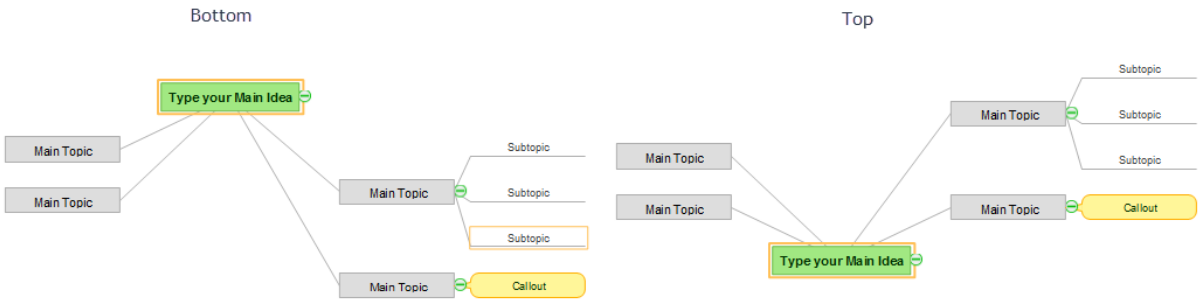
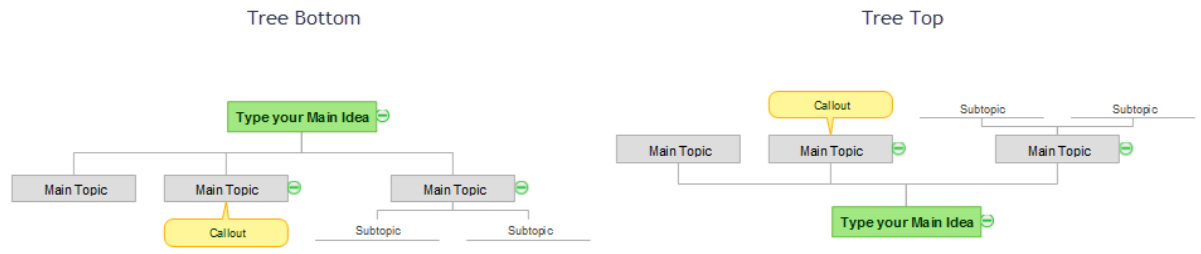
To change the default arrangement of topics, you can select one of the following.options:



More arrangement options keeping the ordinary structure of a mind map.



The Tree arrangement options can be used to visualizes a tree-like structures.



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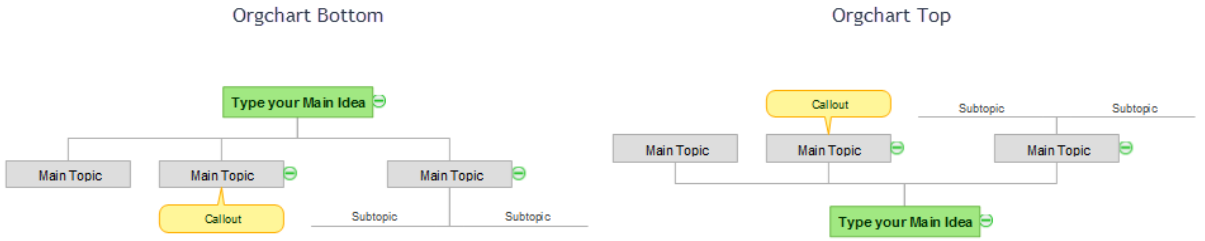
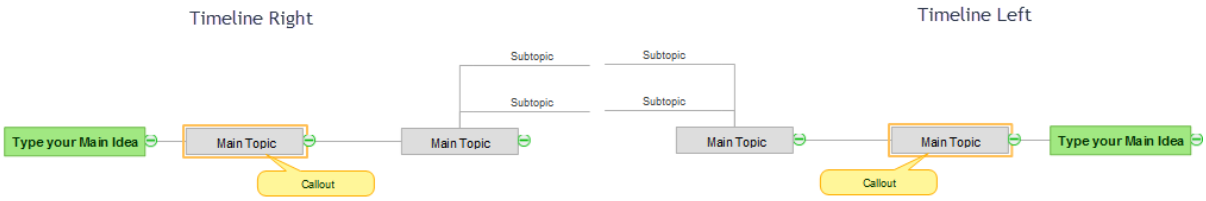
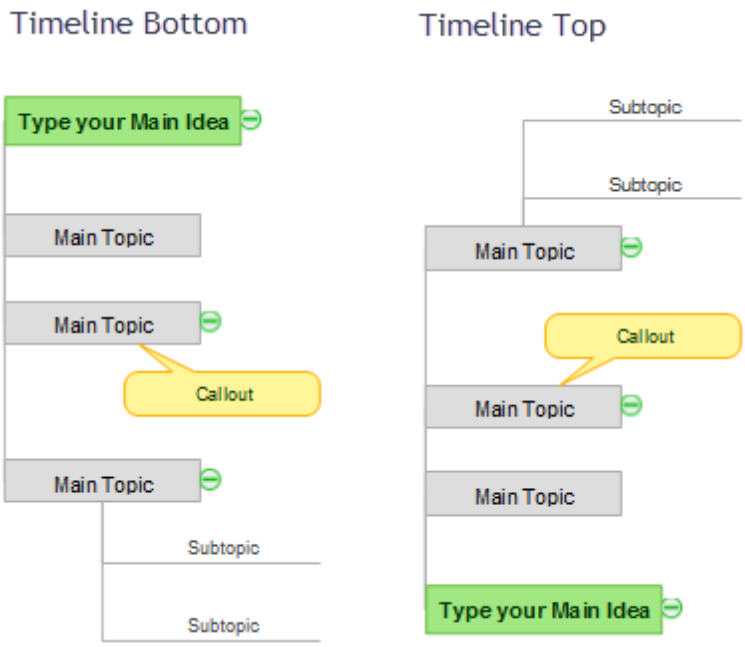
The Orgchart arrangement options allows you transform a mind map into organizational chart.



You can create a project timeline by starting with a mind map Timeline alignment.





Kanban arrangement option enables you to create mind map that can be effortlessly turners into Kanban board.

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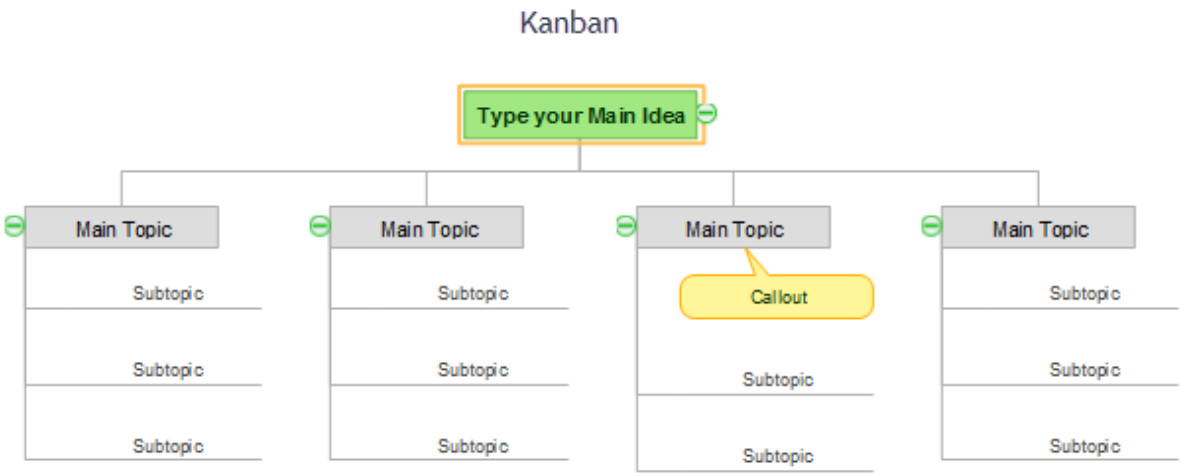

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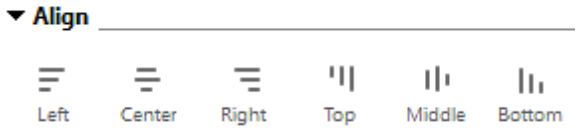
The Align section is useful to align properly mind map topics, floating topics, Images, and drawn objects.



Arrangement panel contains some of the topic Position controls:

Indent - Moves the topic to a lower level in the hierarchy.

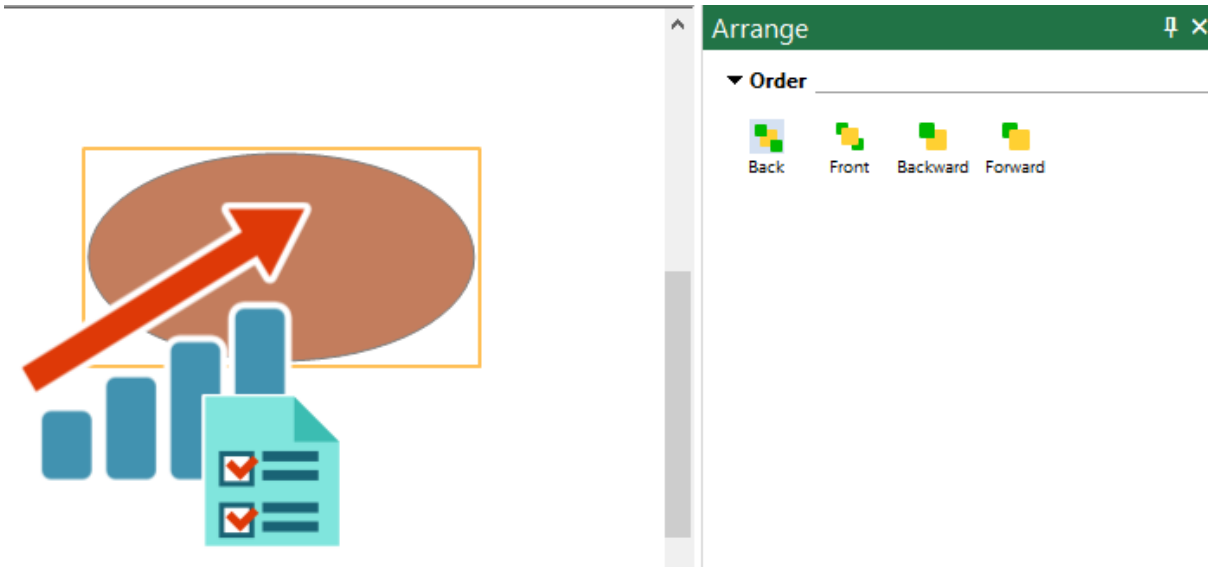
Outdent - Moves the topic to a higher level in the hierarchy.

Move to Next Position - Moves the topic to the next position (based on the order the map is created).

Move to Previous Position - Moves the topic to the previous position (based on the order the map is created).

Arrange panel for Drawing objects and pictures contains just the Ordering options. You can choose the order of the selected object you added into your mind map using the following options:

Back



Front

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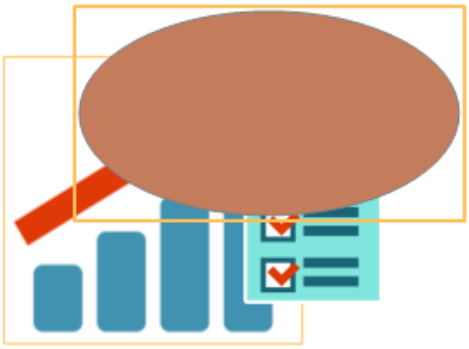

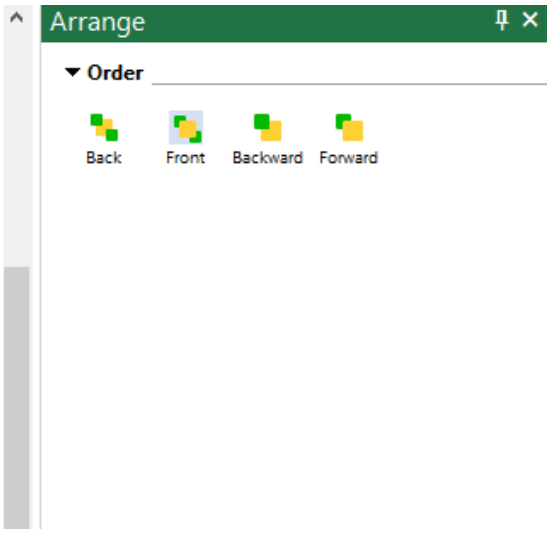

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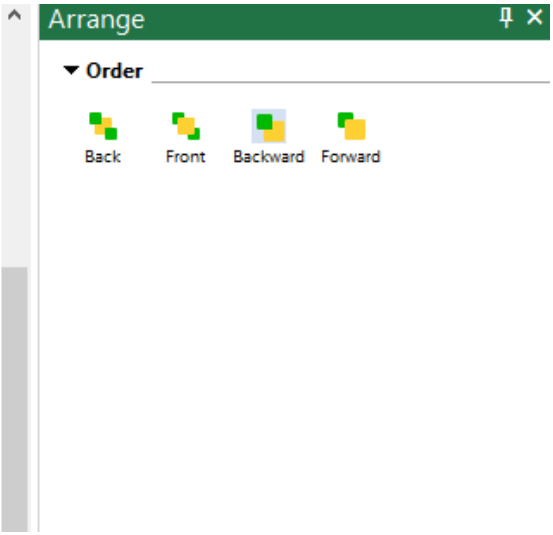
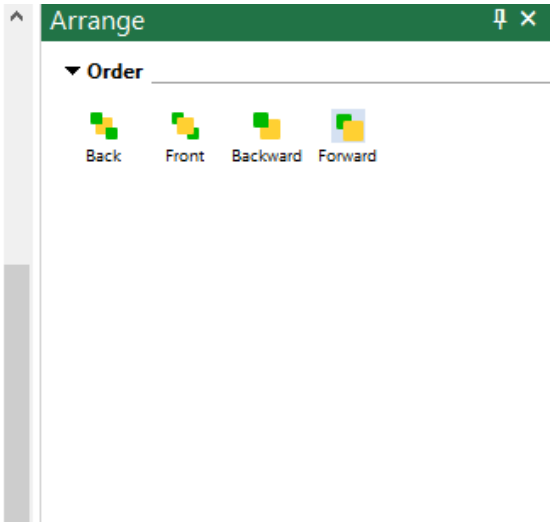
More ordering options for for drawing objects:

Backward



Forward



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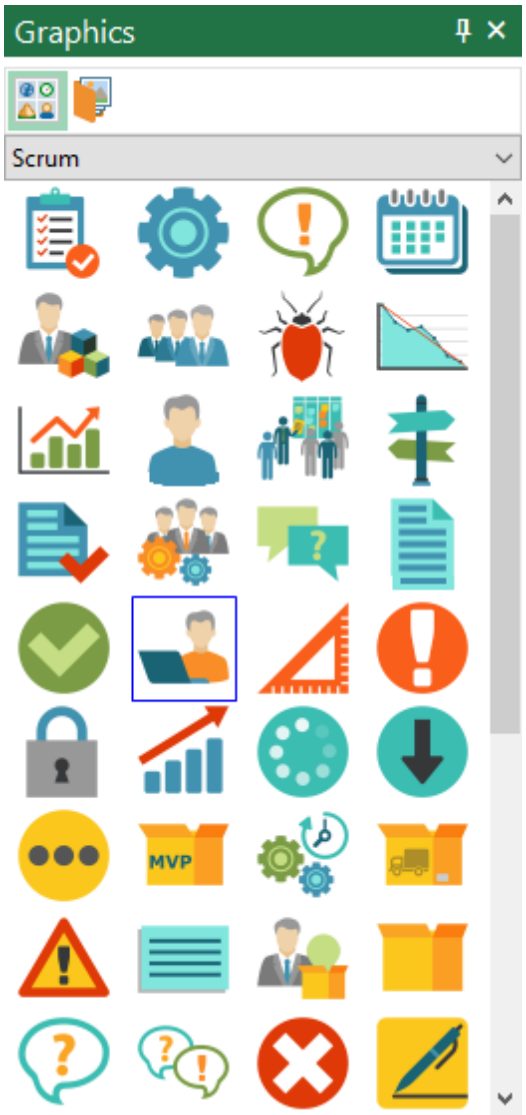
Graphics Panel

Use the graphics floating panel to insert clip art objects and custom images into your mind maps. You can access the Graphics side panel using the following methods:

- By clicking the **Images from Graphics** button on the Insert tab;
- By selecting the Graphics panel from the drop-down list of the **Panels** button on the View tab;
- By clicking in the Graphics tab on the application's frame;
- Using Context Menu.

Insert an Embedded Clip Art Image

In Graphics View tab you can choose objects from the drop-down list of pre-drawn objects. Clip Art objects cover various kinds of activities.
Only one group of the Clip Art objects at a time can be active. Under the active group is displayed its content. The objects in the Graphics window are displayed as pictures.



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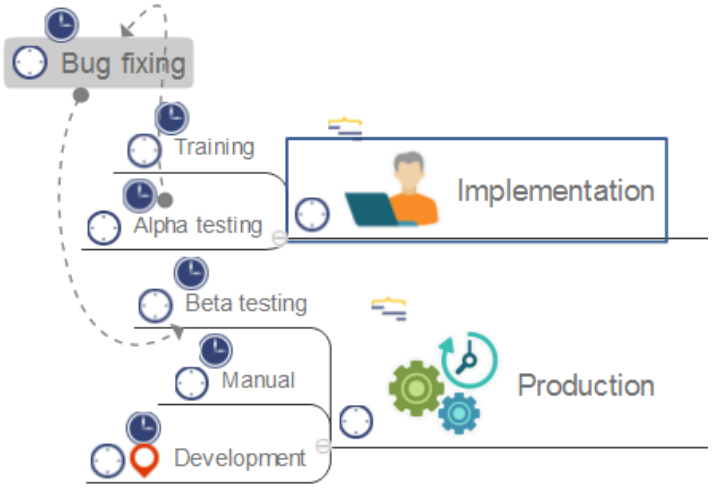

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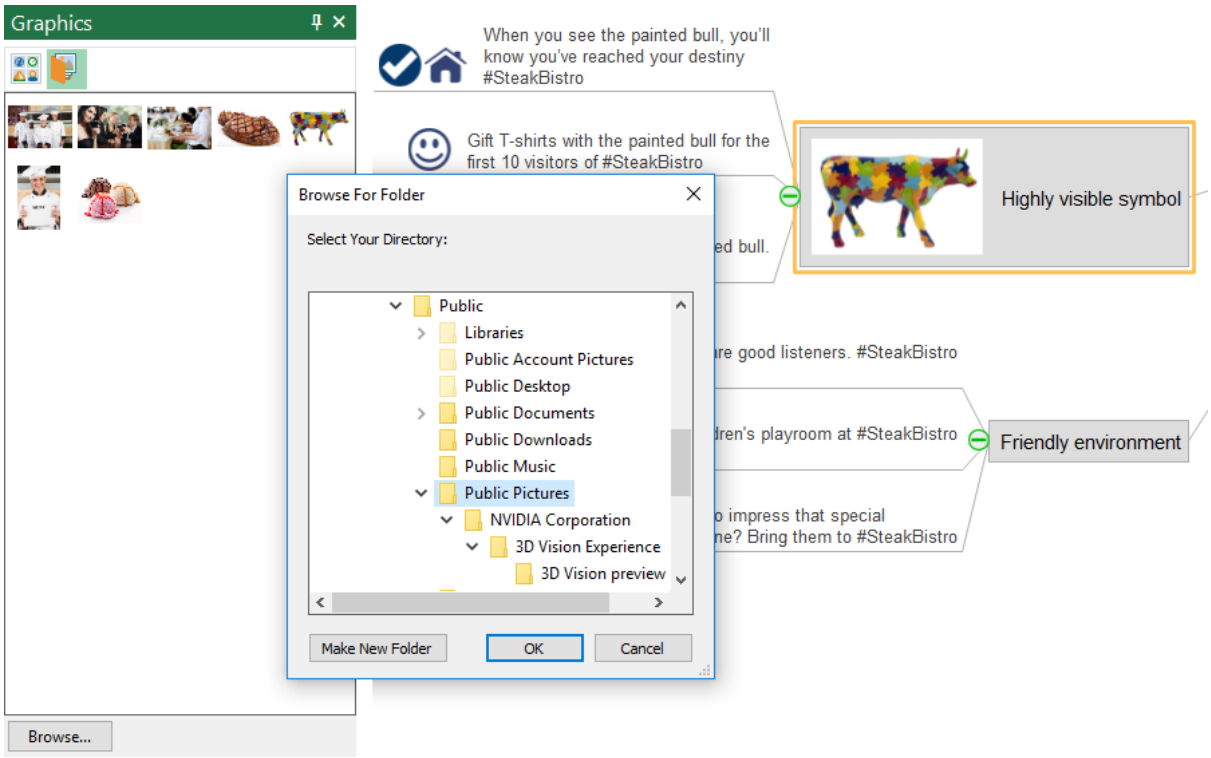
Insert a Picture from File

In Picture View you can open your own objects. It's possible to insert here any folder from your computer.

To do this click the Browse... button in the Graphics panel. The Browse For Folder dialog will appear. Choose the needed folder and click OK. The folder contents will appear. Further you can work with these pictures as well as with clip art objects supplied with program.



You can insert an image into your mind map by one of the following ways:

- By double-clicking the image preview on the Graphics panel;
- By drag & dropping them from the Graphics panel or from the File manager window to the document window;
- Copy and paste images using Keyboard Shortcuts:Ctrl+C and then Ctrl+V.

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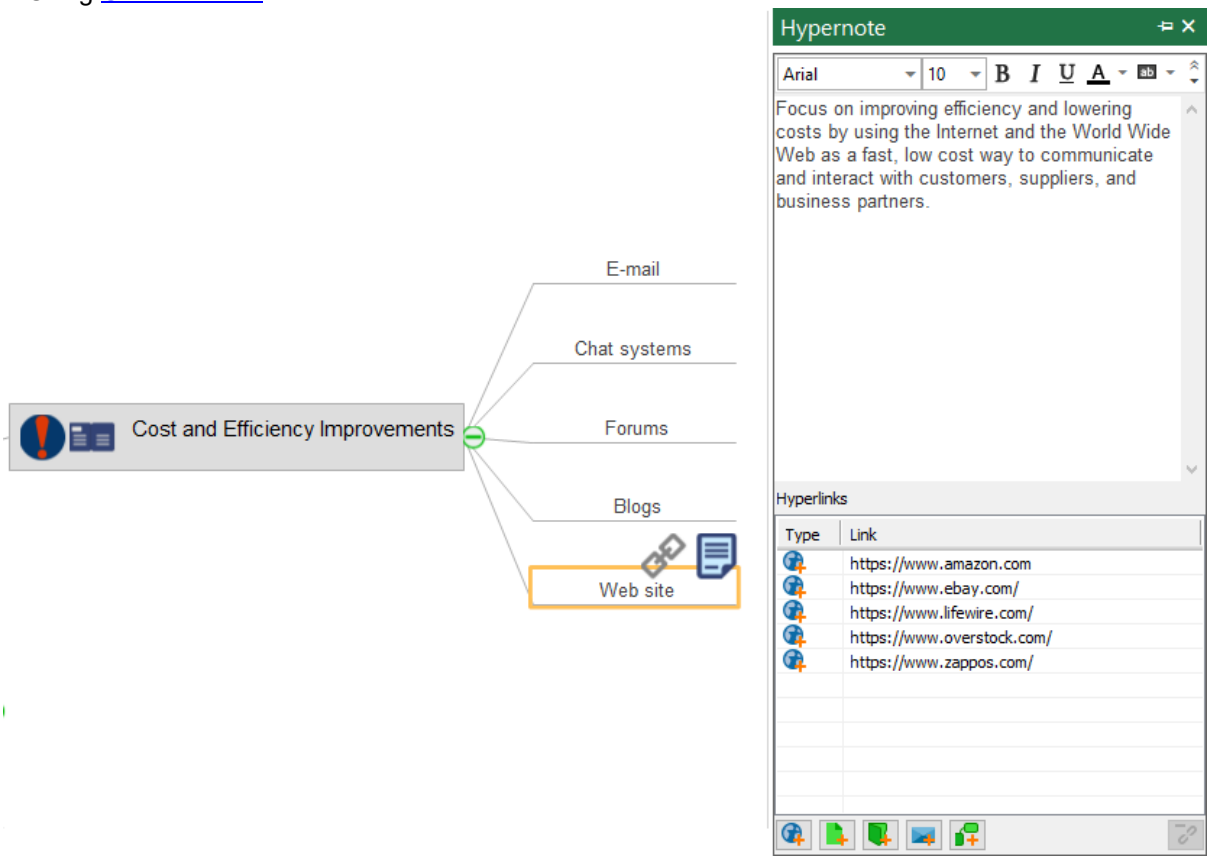
Hypernote Panel

Use this panel to create and manage both Text Notes and Hyperlinks. .You can access the panel using the following ways:

- By clicking the **Hypernote** button on the Insert tab;
- By selecting the Hypernote panel from the drop-down list of the **Panels** button on the View tab;
- By clicking in the Hypernote tab on the application's frame;
- By pressing F11, or Ctrl + Shift + E on your keyboard;
- Using Context Menu.



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The Note section of the Hypernote panel displays the Note content for the currently selected topic. Enter here the text of your Note. You can change the appearance of Note text by selecting options in the Format panel. To delete a Note, select the topic and choose the Note / Remove item from the topic context menu.

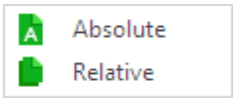
The Note holds additional remarks concerning the topic. It is indicated by a Note icon on the topic. The Note appears as a tool tip when you point to the Note icon with the mouse.
At the adding the Note to the topic, the icon will appear. You can sign your notes with Nickname using the Options dialog.

Use the Hyperlink section for assigning and editing hyperlinks.
You can assign the following types of links:

Link to URL - allows to assign the link on the Web page;

Link to Topic - lets you assign the link on any document page or topic. To assign the link, choose the corresponding page or topic.

Link to File and Link to Folder - allow assign the link accordingly to any file on the disk or to a folder with files. You can enter in the text field or choose in browser the path to the file or folder, and also check will be this path Relative or Absolute. Click the icon to select the path type.



By default, the path is set as relative, i.e. if you, for example, will assign the link to any document and then will move the map and this document to another place of the disk, for keeping the link correct you need change its path. In the case of the absolute address the link will stay correct.

Link to E-mail - allows to assign the link, which opening will automatically create message with set address. You can enter the address in the field or choose it from the drop-down list of recently used e-mail addresses. You can remove the selected link using the button .

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Icons Panel

Icons, (Symbols - in previous versions of ConceptDraw MINDMAP) are small visual elements that you can add to topics. Icons are used in mind mapping to mark the characteristics of the topic in visual form. Icons can be used to depict priority, types of activities, tasks, and types of information and ideas.
The Icons panel allows to add, change or remove icons in your map. There are three type of icon's style available: Business, Modern and Classic.
You can access them using the following methods:

- By clicking the on the Insert tab;
- By selecting the Icons panel from the drop-down list of the **Panels** button on the View tab;
- By pressing F9 on your keyboard;
- Using Context Menu.

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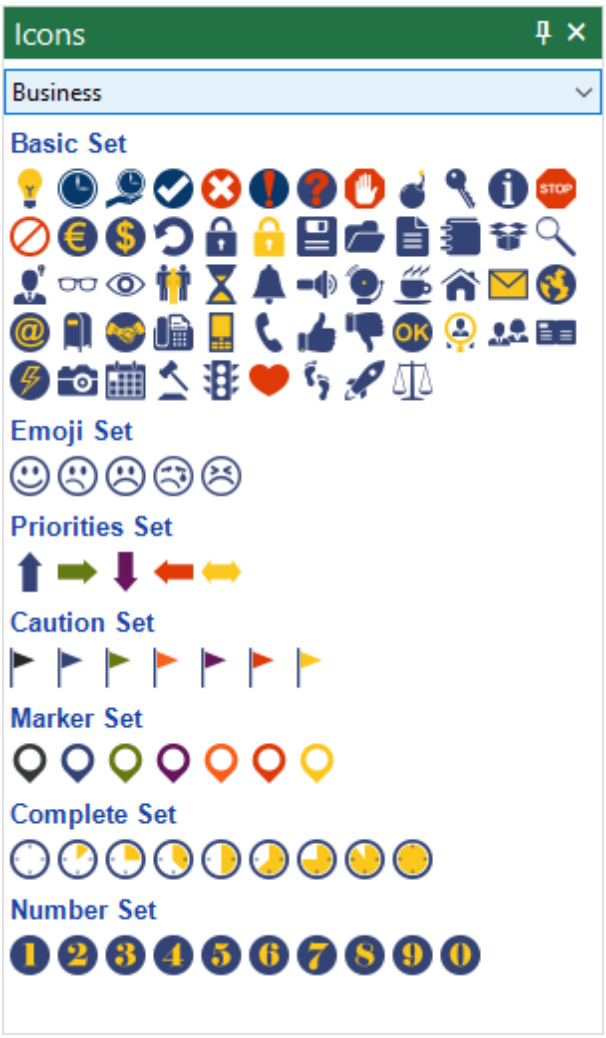

Click on the Icon to add it into selected topics. Also Drad&Drop can be used.
The icons of priority, emotions, progress of the tasks and numbers can be cyclically switched by clicking mouse cursor on them.
To remove icon from the active topic, click the selected icon again in the Icons panel.
To remove all the icons from the active topic, choose the **Icons/Remove All** from the topic context menu.

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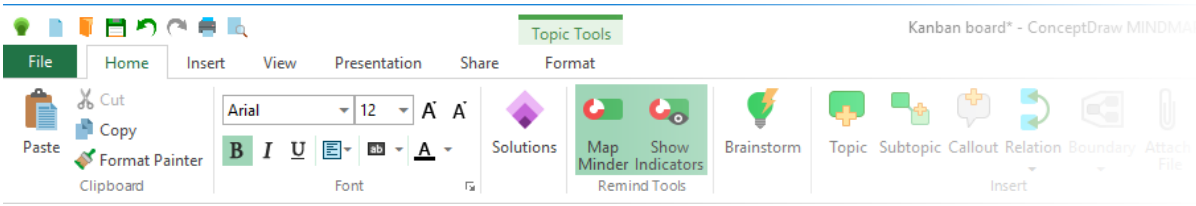
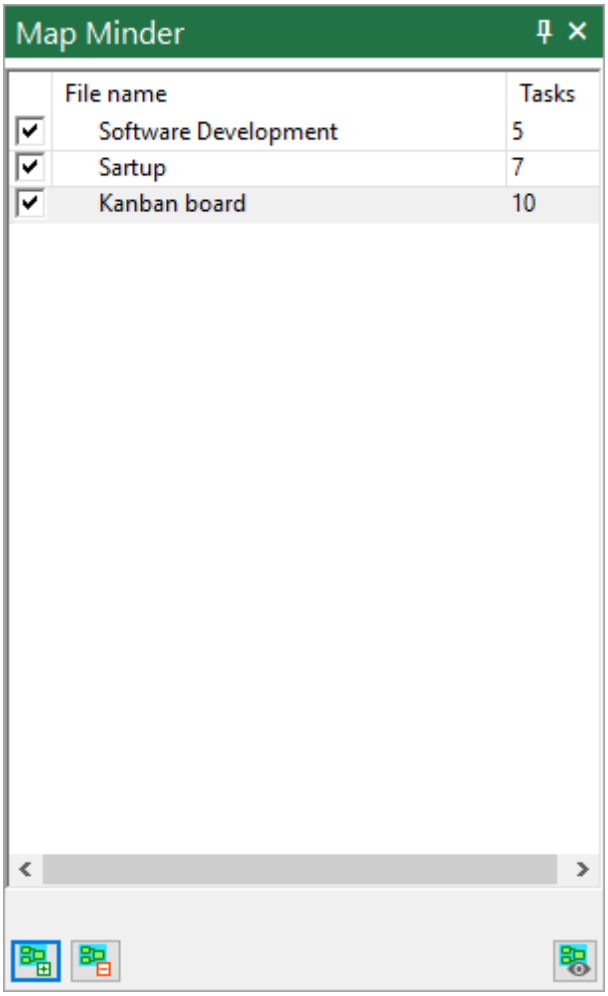
Map Minder Panel

Track ConceptDraw MINDMAP files containing unstarted tasks in the topics of Task type. Using the Remind Tools in the Home tab you can track any mind map schedule keeping it always up-to-date. With the help of the Map Minder panel, choose To-Do or Project mind maps on your local computer - they all have topics of Task type.



- You can activate the Map Minder panel using the button on the Home tab;
- By selecting the Map Minder panel from the drop-down list of the **Panels** button on the View tab;
- By clicking in the tab on the application's frame.



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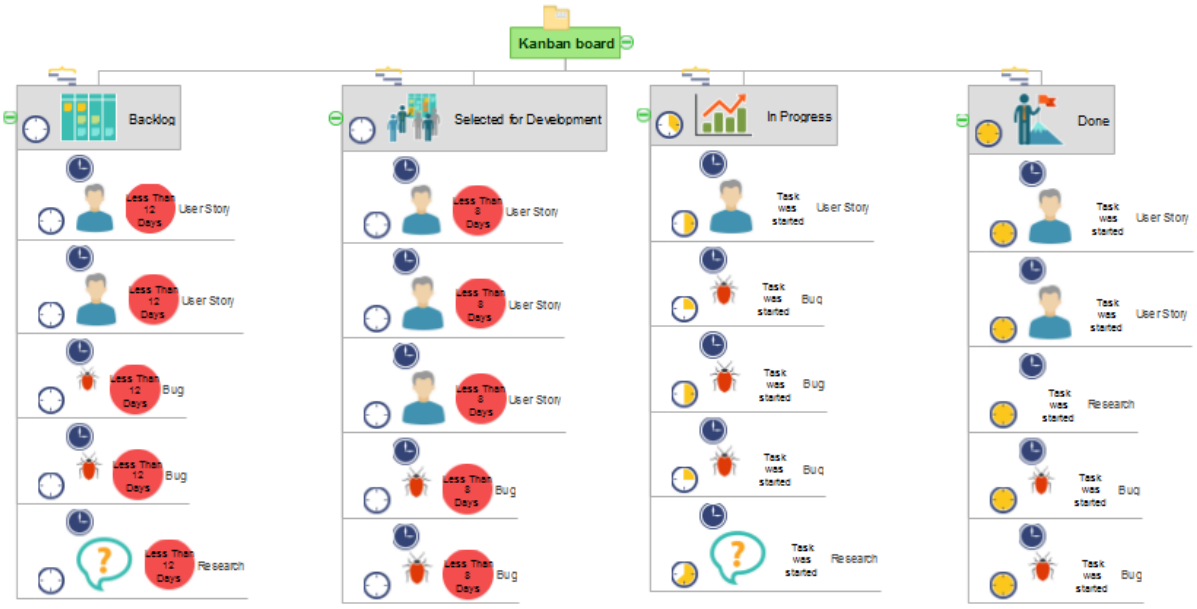

The application scans the selected mind map files, to look for topics of the Task type, which are not started yet. The Time Countdown Indicator

in the mind map topic will show the time remaining before the scheduled start date of the task.

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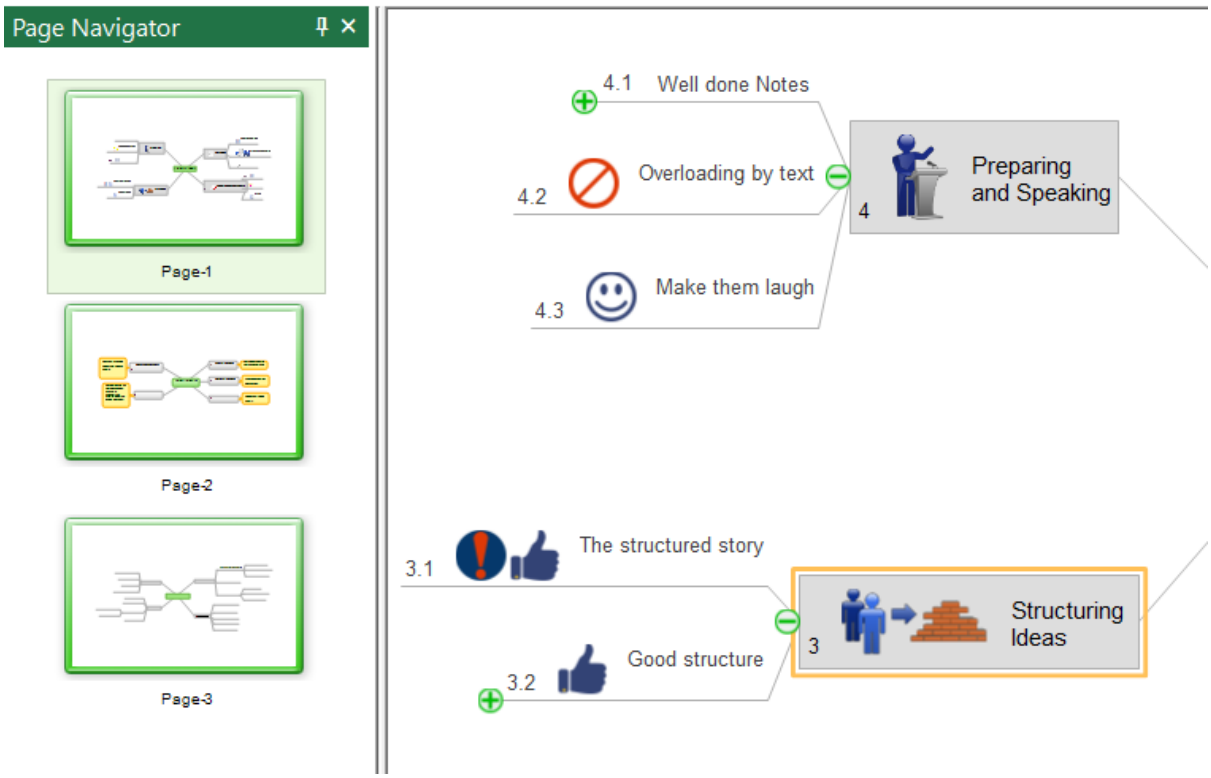
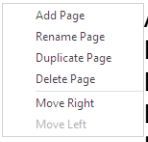
Page Navigator Panel

Provides the possibility to operate with pages in a current document. You can access the Page Navigator side panel using the following methods:

- By clicking the **Page Navigator** button on the View tab;
- By selecting the Page Navigator panel from the drop-down list of the **Panels** button on the View tab;
- By clicking in the Page Navigator tab on the application's frame.



You can manage pages using context menu of the Page Navigator.



Add a blank page into a current document;
Rename selected page;
Duplicate the selected page;
Delete the selected page;
Reposition pages moving them left or right.

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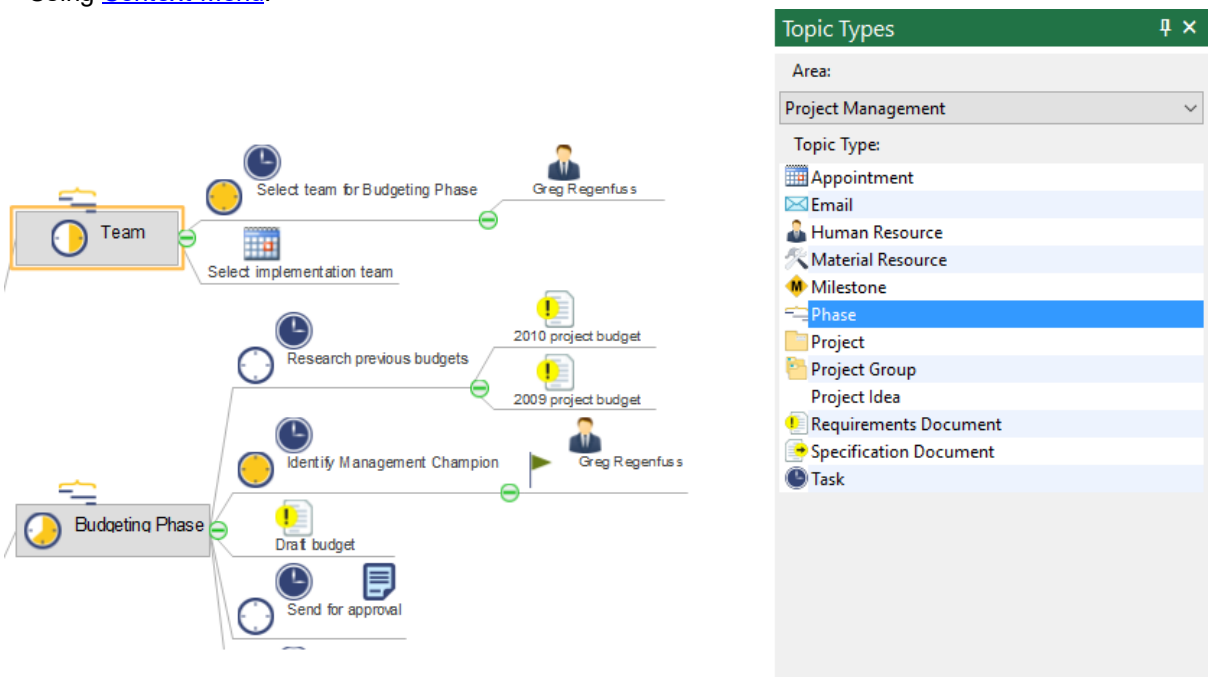
Topic Types Panel

Use the Topic Types panel for assigning and editing the topic type.You can access the panel using the following ways:

- By clicking the **Topic Types** button on the Insert tab;
- By selecting the Topic Types panel from the drop-down list of the **Panels** button on the View tab;
- By clicking in the Topic Types tab on the application's frame;
- Using Context Menu.



Each topic type supports the certain topic data - the set of information concerning to topic's content. For example the topic of Task type can contain such information as Start date, Due date, Duration, Complete percentage, Task priority etc. The number of topic types that you can use is determined by default topics types, which are supplied with application and plug-ins that you can additionally install on your computer. To assign topic type to selected topic follow these steps:

1. Open Topic Type Dialog;
2. Choose Activity from drop-down list of activities;
3. Click on the Topic Type you need to assign.

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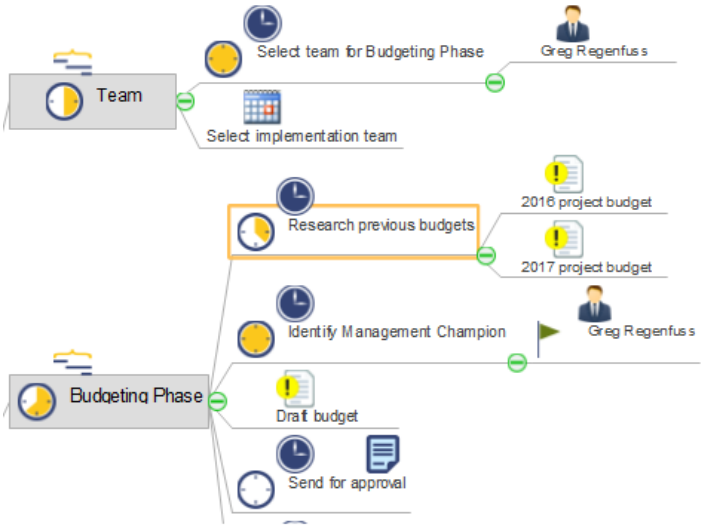
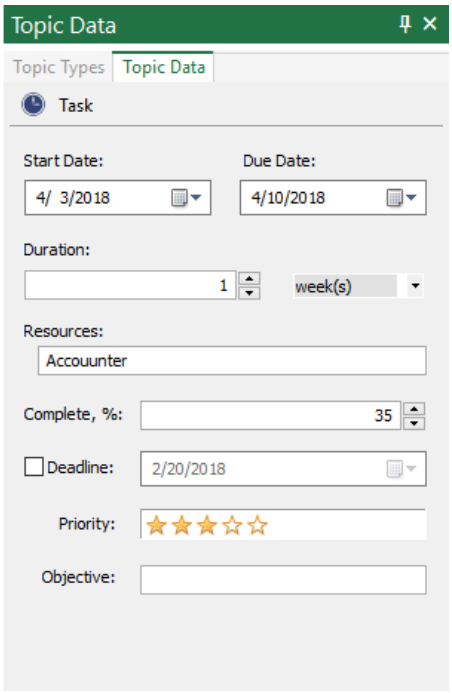
Topic Data Panel

Use the Topic Data panel for assigning and editing the topic data. Each topic type supports the certain set of information concerning to topic's content.
To set data for selected topic follow these steps:
1. Assign Type to topic.
2. Open Topic Data panel;

You can access the panel using the following ways:
- By clicking the **Topic Data** button on the Insert tab;
- By selecting the Topic Data panel from the drop-down list of the **Panels** button on the View tab;
- By clicking in the Topic Data tab on the application's frame;
- Using Context Menu.





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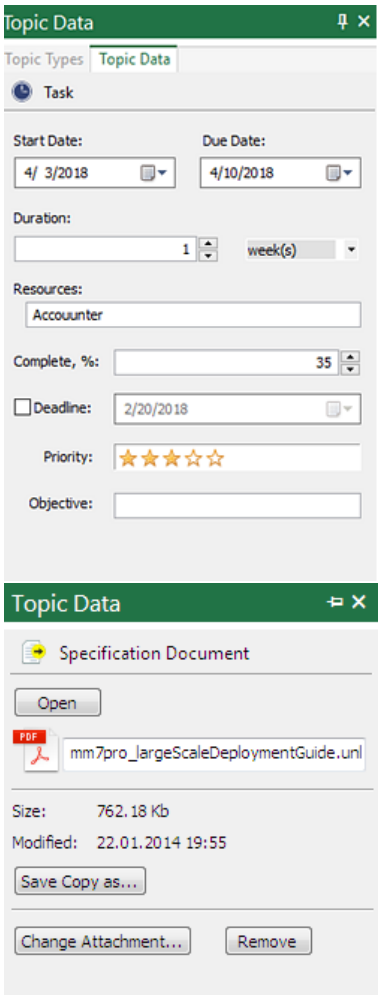

Each Topic Type supports a specific set of Topic Data information relating to the contents of the topic. For example the Task topic type can contain such topic data as start date, due date, duration, percentage complete, task priority, etc.

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Another kind of Topic Data provides the possibility to attach and manage documents.

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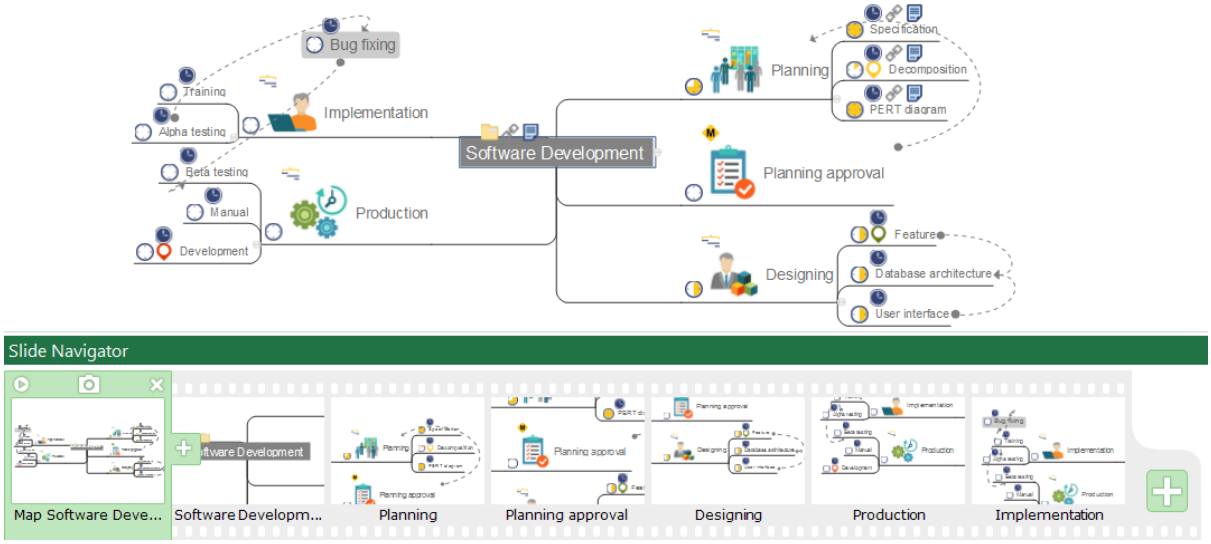
Slide Navigator Panel

Default presentation slides are created from the first level topics and their subtopics. By using the Slide Navigator, you can rearrange content, omit information you do not want to include, and still keep all of your content in your source map. You can even save your settings for future presentations. You can access the Slide Navigator panel using the following ways:

- By clicking the **Slide Navigator** button on the Presentation tab;
- By selecting the Slide Navigator panel from the drop-down list of the **Panels** button on the View tab;
- By clicking in the Page Navigator tab on the application's bottom frame.

Select the slide in the Slide Navigator - the content of the slide will be displayed in the main application window. Thus, using the keyboard arrows, you can view slide-by-slide the entire content of the presentation.



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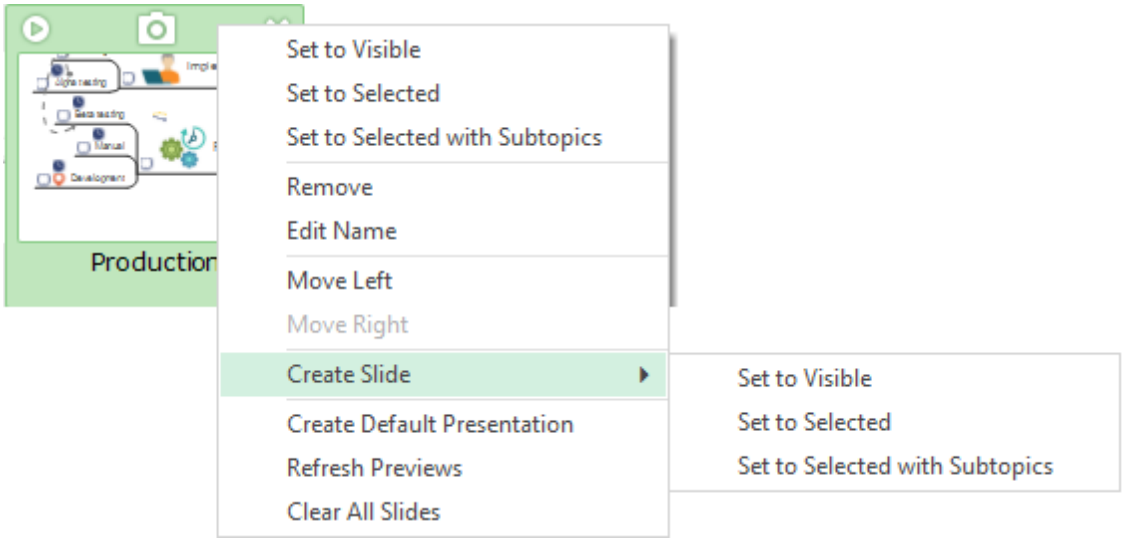
Create, change or remove slides using the context menu of Slide Navigator. You also can drag & drop slides to reorder them.



You can create slides of 3 types:

1. Visible: Slide is defined by visible objects in the map. Visible topics, callouts, relations, drawings and pictures are included in the slide.
2. Selected: Slide is defined by selected objects. Selected topics, callouts, relations, drawings and pictures will be selected and shown in the presentation slide
3. Selected with Subtopics: Slide is defined by selected objects and subtopics of selected topics. This type is recommended if you plan to edit your map after creating the presentation. You can add or remove subtopics and be sure they will be included in the slide, defined by their parent topic

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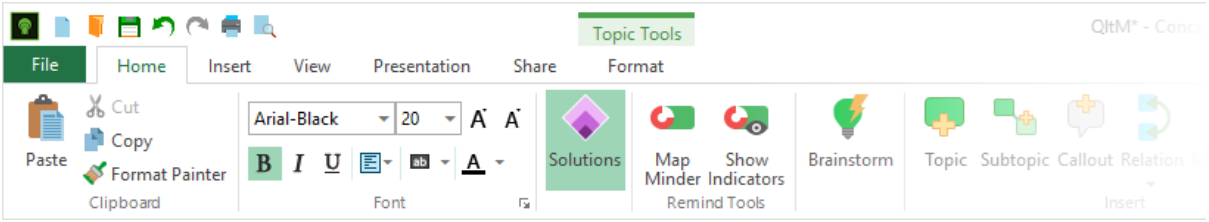
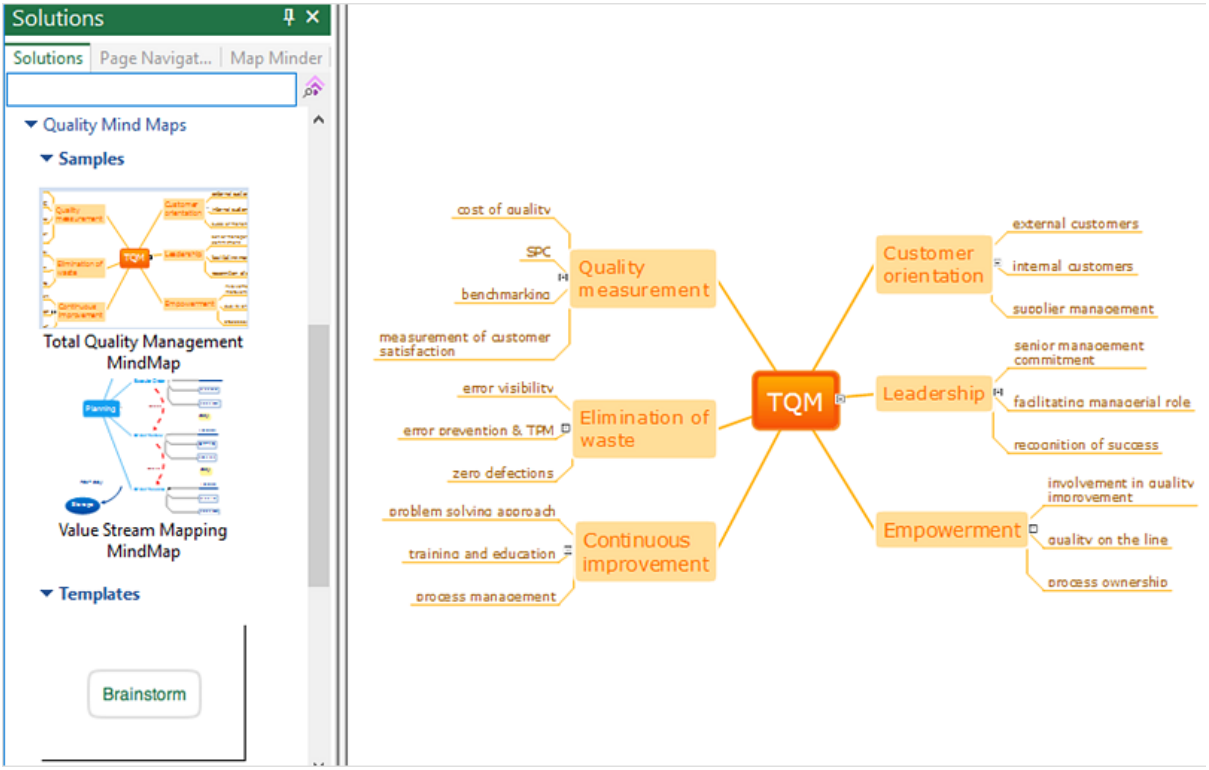
Solutions Panel

Solution panel contains a list of mind mapping solutions located in ConceptDraw Solutions. It provides direct access from the application to a content of any solution.



- You can activate the Solutions panel using the button on the Home tab;
- By selecting the Solutions panel from the drop-down list of the **Panels** button on the View tab;
- By clicking in the tab on the application's frame.

Solution panel contains a list of mind mapping solutions. It provides direct access from the application to the content of any solution.
Open the example mind map to modify it, or generate a new mind map using the offered template using the Samples and Templates sections.



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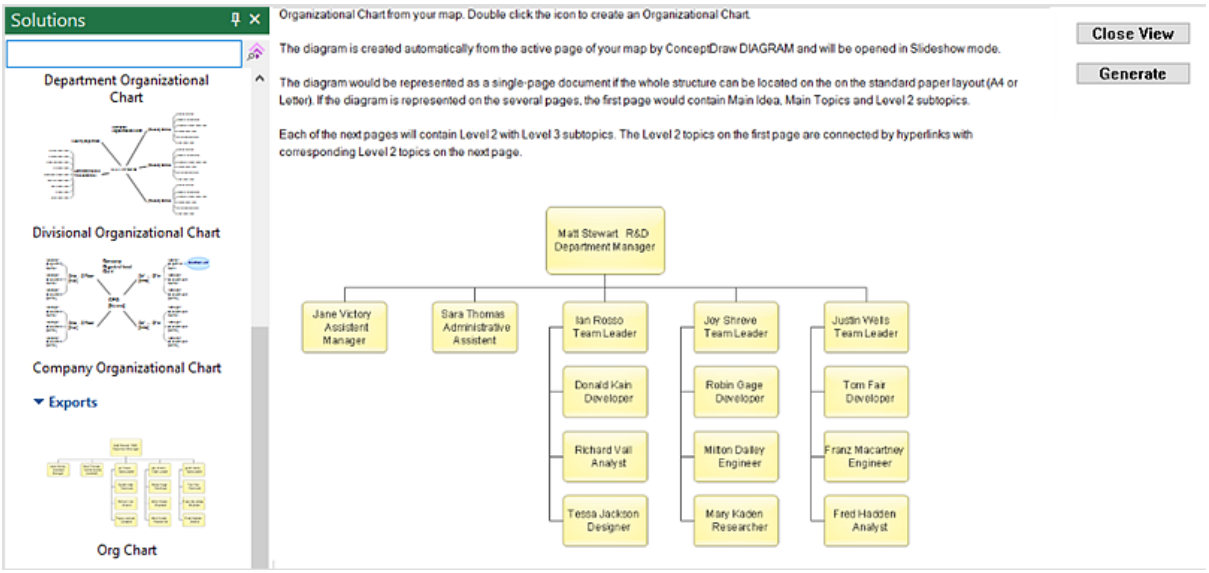
Export the mind map to other formats that is specific for your audience or task using the Export section of the certain solutions.



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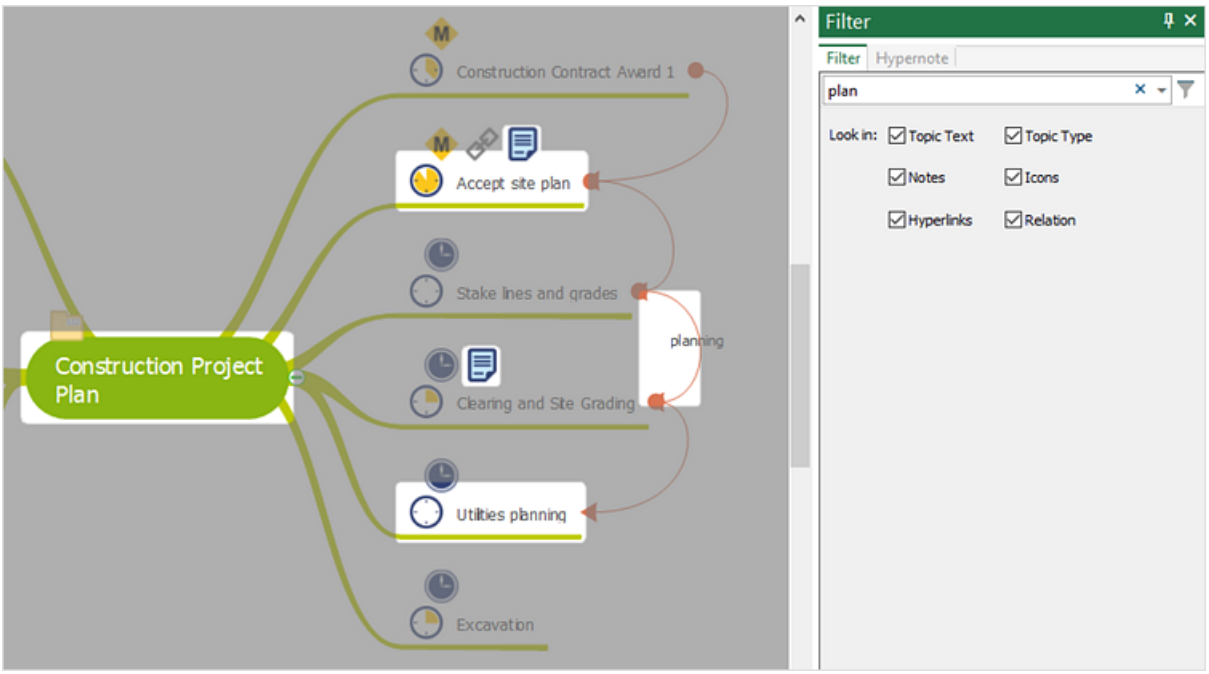
Filter

You can search and filter your currently opened mind map by keywords. The Filter panel allows you to filter mind map by topics content, text notes, relationships text, and icons, even including including topic type icons. Enter your keywords into the search box. The search results will be highlighted.



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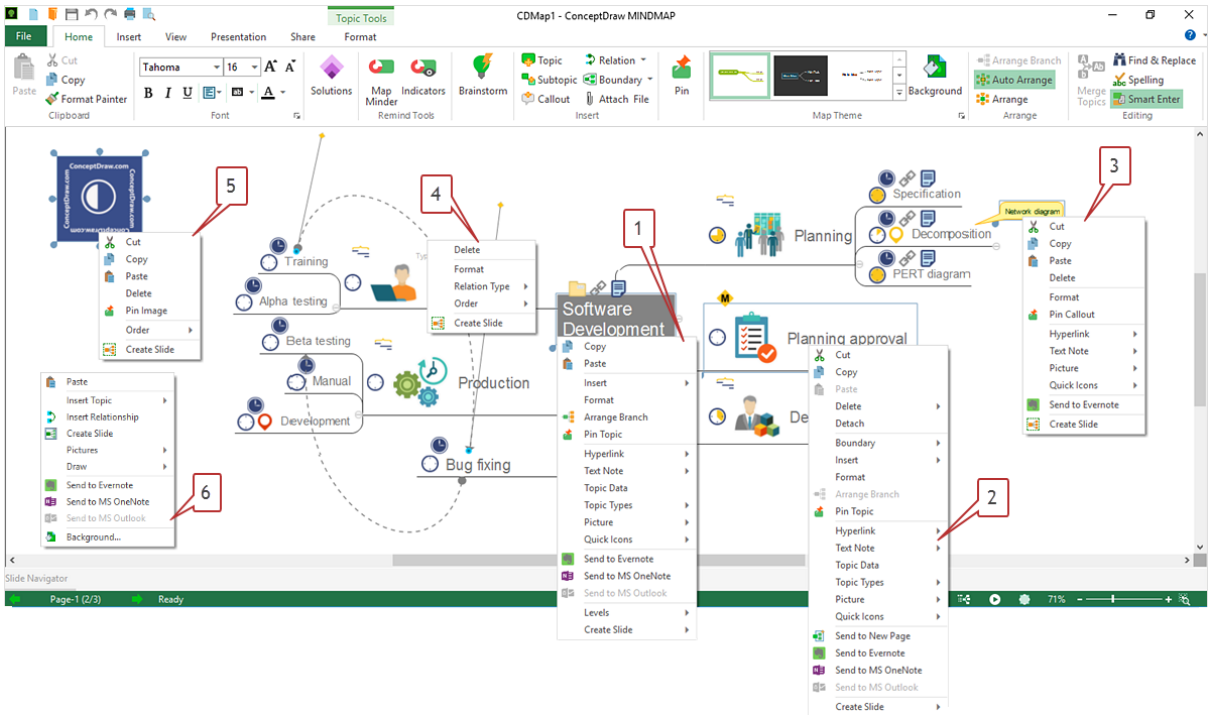
Context Menu

ConceptDraw MINDMAP enables access the most frequently used operations with objects via the context menu. There are different types of context menu related to different pieces selected. The figure below displays all the types of context menus. However, actually, you can see only one menu - depending on the selected item.

1. Main Idea Context Menu.
2. Topic Context Menu
3. Callout Context Menu
4. Relation Context Menu
5. Images and Drawing Shape Context Menu
6. Workspace context menu



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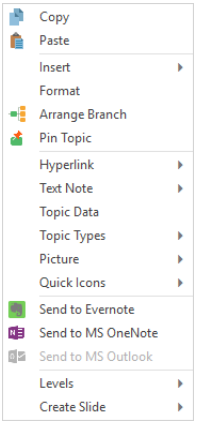
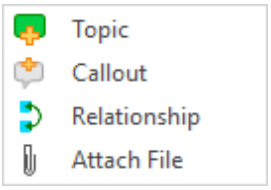
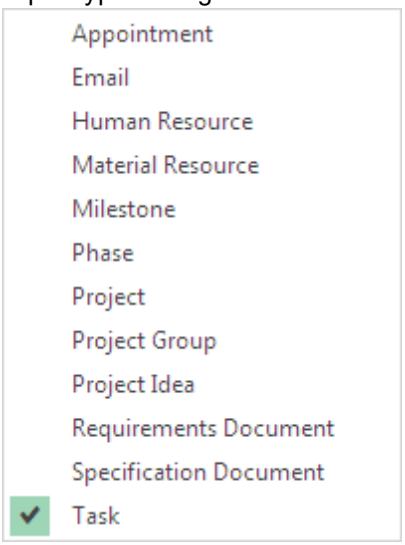
Main Idea Context Menu



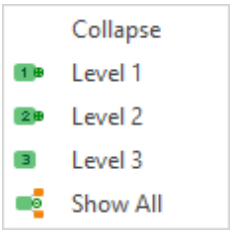
Copy - Copy the selection to clipboard;
Paste - paste from clipboard;
Insert - insert one of the following items:



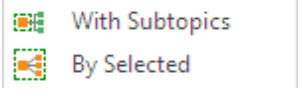
Format - open Format Topic tab ;
Arrange Branch - Arrange mind map;
Pin Topic - pin the Main Idea of your mind map to the document workspace;
Hyperlink - operate with hyperlinks using the Hypernote panel;
Text Note - operate with hyperlinks using the Hypernote panel;
Topic Data - activate the Topic Data panel;
Topic Type - assign one of the available topic types:



Picture - add or remove images;
Quick Icons - add or remove Icons;
Send to Evernote - share mind map content via Evernote;
Send to MS OneNote - share mind map content via MS OneNote;
Send to MS Outlook - share mind map content via MS Outlook;
Levels - select the depth of mind map view:



Create Slide - Create presentation slides using the following options:



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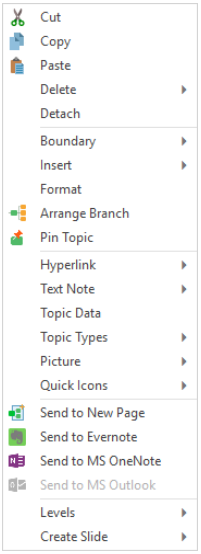
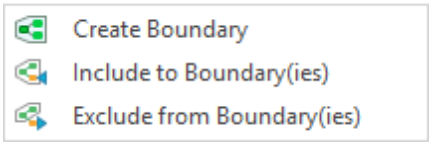
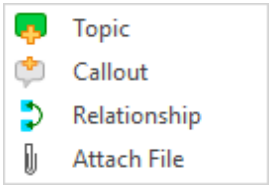
Topic Context Menu



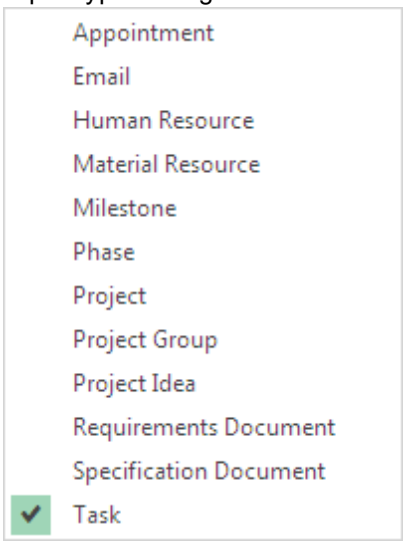
Cut - cut the selection from the document and put it on the Clipboard;
Copy - Copy the selection to Clipboard;
Paste - paste from clipboard;
Delete - delete the selection;
Detach - You can detach any topic in your mind map to make it a floating topic;
Boundary - Activate the Boundary tool:



Insert - insert one of the following items:



Format - open Format Topic tab ;
Arrange Branch - Arrange selected branch of mind map;
Pin Topic - pin the selected topic to the document workspace;
Hyperlink - operate with hyperlinks using the Hypernote panel;
Text Note - operate with hyperlinks using the Hypernote panel;
Topic Data - activate the Topic Data panel
Topic Type - assign one of the available topic types:



Picture - Add or remove images;
Quick Icons - add or remove Icons;;
Send to New Page - All topics that have been selected will be moved, along with their subtopics, to a separate page;
Send to Evernote - share mind map content via Evernote;
Send to MS OneNote - share mind map content via MS OneNote;
Send to MS Outlook - share mind map content via MS Outlook;
Create Slide - Create presentation slides.

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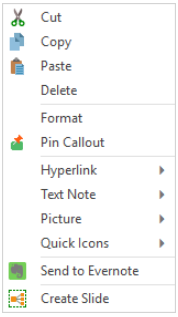
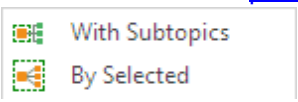
Callout Context Menu



Cut - cut the selection from the document and put it on the Clipboard;
Copy - Copy the selection to Clipboard;
Paste - paste from clipboard;
Delete - delete the selection;
Format - open Format Callouts tab ;
Pin Callout - pin the selected callout to the document workspace;
Hyperlink - operate with hyperlinks using the Hypernote panel;
Text Note - operate with hyperlinks using the Hypernote panel;
Picture - Add or remove images;
Quick Icons - add or remove Icons;
Send to Evernote - share mind map content via Evernote;
Create Slide - Create presentation slides using the following options:



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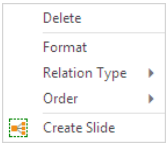
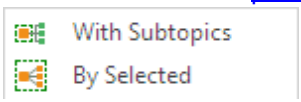
Relation Context Menu



Delete - delete the selection;
Format - open Format Relation tab ;
Relation Type - change a type of the selected relation;
Order - change the relation order
Create Slide - Create presentation slides using the following options:



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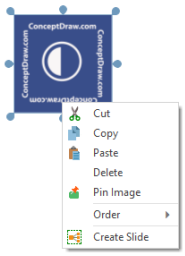
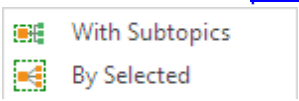
Images and Drawing Shape Context Menu



Cut - cut the selection from the document and put it on the Clipboard;
Copy - Copy the selection to Clipboard;
Paste - paste from clipboard;
Delete - delete the selection;
Pin Image - pin the selected image to the document workspace;
Order - change the drawing shape order;
Create Slide - Create presentation slides using the following options:



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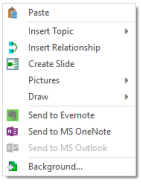
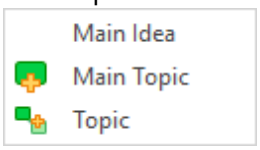
Workspace Context Menu

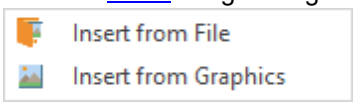
This menu appears when you right-click on an empty place inside the ConceptDraw MINDMAP document window.



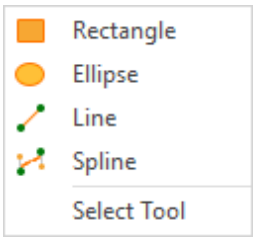
Paste - paste from clipboard;
Insert Topic- insert one of the following items:



Create Slide - Capture he current view of your mind map to a presentation slide
Picture - insert image using one the following methods:



Draw - draw one of the following shapes:



Send to Evernote - share mind map content via Evernote;
Send to MS OneNote - share mind map content via MS OneNote;
Send to MS Outlook - share mind map content via MS Outlook;
Background - select the background's color.

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Keyboard Shortcuts and Mouse Actions

Shortcut	Action
Documents and Windows	
Ctrl + Alt +N	Invoke Startup Dialog
Ctrl + N	Create a New Document
Ctrl + O	Open a Document
Ctrl + S	Save the active document
Ctrl + Shift + S	“Save as “ the active document
Ctrl + Alt + S	Save the document as Template
Ctrl +Alt + I	Input View
Ctrl+ Alt + O	Output View
Ctrl + P	Print Preview
Ctrl + Shift + P	Quick Print
F7	Spelling
Alt + F4	Close the active window
Ctrl + W	Close the active document
Ctrl + F4	
Ctrl + Tab	Activate the next window
Ctrl + F6	
Ctrl + Q	Quit ConceptDraw MINDMAP
Document View	
Shift + F3	Outline and map views
F3	Map view only / Outline view only
F5	Start Presentation Mode
Shift+F5	Full Screen Mode
F6	Show / Hide Page Navigator
Shift+F6	Show/Hide Slide Navigator
Ctrl + 0	Show fit map
Ctrl + "="	Zoom In
Click in Zoom Box mode	
Ctrl + mouse wheel	Zoom In / Zoom Out
Ctrl + Shift + Z	Select/ Deselect zoom box tool
Ctrl + "-"	Zoom Out
Click + Alt/ Ctrl /Shift in Zoom Box mode	
Alt+ Enter	Show / Hide levels
Shift + mouse wheel	Horizontal scroll
Click in Print Preview	Change zoom level (in cycle)
PgUp	Go to the previous page
PgDn	Go to the next page
Shift + PgUp	Scroll one window space up
Shift + PgDn	Scroll one window space down
Ctrl + Shift + 0	Show fit selection

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Selecting Objects

Select with Shift/Ctrl	Allows to select several objects
Ctrl + A	Select all the objects on page
Tab	Select the next object according to the order of their creation
Shift + Tab	Select the previous object

Editing

Ctrl + Z Alt + Backspace	Undo the last operation
Ctrl + Y	Redo what was reversed by Undo
Ctrl + X Shift + Del	Cut the selection to the Clipboard
Ctrl + C Ctrl + Ins	Copy the selection to the Clipboard
Ctrl + V Shift + Ins	Paste the content from Clipboard
Delete Backspace	Delete the selected object(s)
Ctrl + F	Search/Replace Text
Ctrl when dragging	Duplicate the selected object(s)
Esc when resizing or dragging the object	Cancel the operation

Dialogs

F4	Show/Hide Clipart panel
F9	Show/Hide Icons panel
F10	Show/Hide Topic Data panel
Ctrl + Shift +T	Show/Hide Map Themes Attributes dialog
Ctrl + Shift +E	Show/Hide Hypernote panel
Shift + F10	Show/Hide Topic Types panel

Topics

Enter Double-click	Add a topic at the same level
Shift + Enter Ctrl + Enter Insert Shift + Double-click	Add a subtopic to the selected topic
Ctr +Shift + L	Add callout to selected topic
Ctrl + Right	Indent topic (one level deeper)
Ctrl + Left	Outdent item (one level closer to the root)
Ctrl + Down	Move item to the next position (one line down)
Ctrl + Up	Move item to the previous position (one line up)

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Backspace	Delete the selected topic(s)
Del / Delete	
Arrows	Select the next topic
Ctrl + Double-click	Add floating topic
Double-click	Add a new topic to the main idea (if no topic is selected)
Alt + Enter	Expand/Collapse Topic Levels
Shift + Space	Arrange Branch
Ctrl + Shift + A	Apply changes to current level of topics
Ctrl +F	Brings the cursor to the Search (Filter) box
Ctrl + Alt + F	Opens the Find and Replace dialog
F11	Add / Edit text note
Ctrl+T	Tweet topic text and hyperlink

Editing Text of Topics

F2	Start/Finish Text Editing
Shift + Enter in editing mode	Start a new text line in the text editing mode
Enter in editing mode	Quit editing mode and insert topic
Ctrl + Enter editing mode	Quit editing mode and insert subtopic
Esc	Quit editing mode with no changes

Brainstorming

Ctrl + Alt + B	Hold Brainstorming session
Enter	Insert new idea as floating topic
Alt + F4	Quit Brainstorming session

Operations on Objects

Ctrl +Shift +" ["	Send to Back
Ctrl +Shift +"] "	Bring to Front
Ctrl + " ["	Send Backward
Ctrl + "] "	Bring Forward
Resize with Shift	Toggle between proportional and non symmetrical resizing

Switching between Modes

Ctrl + 1	Activate Select tool
Ctrl + 2	Activate Rectangle tool
Ctrl + 3	Activate Ellipse tool
Ctrl + 4	Activate Line tool
Ctrl + 5	Activate Spline tool
F2	Activate Text Editing mode
Space + moving mouse	Activate Scroll Hand tool
Shift in drawing	Constrained drawing mode (circle, square)

Text Formatting

Ctrl + D	Format Text

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Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + L	Align on the left
Ctrl + E	Align in the center
Ctrl + R	Align on the right
Ctrl + "."	Increase font
Ctrl + ","	Decrease font
Ctrl+Shift+C	Copy formatting from selection
Ctrl+Shift+V	Apply copied formatting

Application

F1	Call Help System
Ctrl+F1	On/ Off the Ribbon minimizing
Ctrl + "*"	Options (Application Settings)

Office tools

Ctrl + J	Open in Project
Ctrl + Shift + J	Create Project from the current page

Presentation mode

Space	Go to the next slide
Arrows (left/right)	Go to the next / previous slide
B	Darken
W	Lighten
Backspace	Go to the previous slide
Esc	Exit from presentation mode

Slide Navigator

Insert	Insert new slide
Arrows (left/right)	Go to the next / previous slide
Ctrl + Arrows(left/right)	Move slide left / right
Delete/ Backspace	Remove slide
Esc	Move focus to map
Enter	Focus moves to the map
Home / End	Go to the first or last slide
F2	Start /End editing the slide title
Ctrl + Shift + 1	Create slide from visible objects
Ctrl + Shift + 2	Create slide from selection
Ctrl + Shift + 3	Create slide from selection with subtopics
Ctrl + Shift + R	Refresh previews
Ctrl + F5	Start presentation from the selected slide or start default presentation if no slides created.

Page Navigator

Double-click on empty place Ctrl+Shift + N	Add New Page
Click mouse	Start editing the page title
F2	Start /End editing the page title
Delete	Remove page

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Ctrl + Arrows (left/right)	Move page to the left / to the right
Arrows (left/right)	Go to the next / previous page

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